

# Clicker 5

User Guide  
for Windows & Mac



**Crick**  
software

**BETT**  
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# Keyboard shortcuts (Windows)

## Function keys

F1 – show on-screen help  
F2 – hide/show grid (only while Clicker Writer is at top of screen)  
F2 – rename grid (sequence explorer)  
F7 – select item in cell group  
F8 – move highlight to next item in cell group  
Shift+F8 – move highlight to previous item in cell group  
F9 – hear right-click sound  
Shift+F9 – reverse scan direction  
F11 – full-screen mode on/off  
F12 – show instant picture for the current word (cycle forward)  
Shift+F12 – show instant picture for the current word (cycle backwards)

## Editing

Ctrl+C – copy  
Ctrl+X – cut  
Ctrl+V – paste  
Ctrl+A – select all text  
Ctrl+B – toggle bold on/off  
Ctrl+I – toggle italic on/off  
Ctrl+U – toggle underline on/off  
Shift or Ctrl+Enter – add new line to cell  
Tab – edit next cell  
Shift+Tab – edit previous cell  
Ctrl+R – align right  
Ctrl+L – align left  
Ctrl+E – align center  
Ctrl+[ – reduce indenting  
Ctrl+] – increase indenting  
Ctrl+Y – redo  
Ctrl+Z – undo  
Ctrl+Plus – make text larger  
Ctrl+Minus – make text smaller

## Dialog boxes and pop-ups

Ctrl+O – show User Preferences  
Ctrl+M – show Program Management options  
Ctrl+<Shift>A – show User Access options  
Ctrl+P – print  
Ctrl+K – show on-screen keyboard  
Ctrl+W – show word bank  
Ctrl+F – find  
Ctrl+N – new document

## Navigation

Ctrl+H/Home (or Home if Scroll Lock on) – go to Home folder/view Home Grid  
Ctrl+PageDown (or PageDown if Scroll Lock on) – next grid (equivalent of pressing next tool)  
Ctrl+PageUp (or PageUp if Scroll Lock on) – previous grid (equivalent of pressing previous tool)

## Miscellaneous

Escape – ignore changes to cell text/move to previous cell group/close pop-up window/stop object resize, move, or copy  
Ctrl+End (or End if Scroll Lock on) – plays left-click sound of all cells on grid/if no cells have sounds, speaks text in all text boxes  
Ctrl+Q – exit

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Crick Software Inc.  
14687 N.E. 95th Street  
Redmond, WA 98052

Email:	USsales@cricksoft.com
Website:	www.cricksoft.com
Toll-free:	1-866-33-CRICK
Phone:	425-467-8260
Fax:	425-467-8245

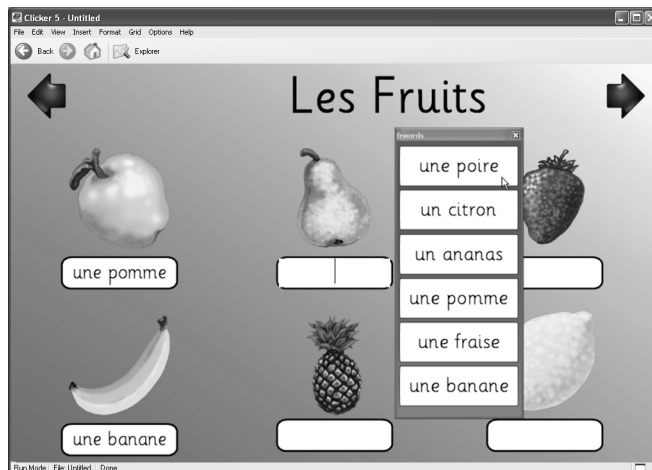
# Introducing Clicker

## What is Clicker?

Clicker is a writing support and multimedia tool for children of all abilities and people with special needs. You can use Clicker to support teaching and learning in any subject area - and it's so easy to use!



It has a talking word processor, called Clicker Writer, and you can write in this without using the keyboard - simply click on words in the on-screen Clicker Grid. You can even hear the words before you write! Clicker 5 makes it easy to create an engaging variety of learning activities.



But it's not just for writing - you don't have to use Clicker Writer. You can use full-screen Clicker Grids for a variety of uses, such as talking books, multimedia presentations, and labeling activities.

Clicker 5 comes with high-quality picture support so you can rapidly make useful and attractive teaching materials. Its realistic speech support reinforces learning and enables effective literacy and language teaching.

It's such a versatile tool; the only limit is your imagination!

## What's New

We've made a number of improvements to Clicker, having listened to Clicker users around the world. Clicker 5 makes use of the latest technologies to make teaching more effective and has a number of improvements over version 4, as well as many new features:

- New cleaner, modern, sophisticated look with curved cells, mouse pointer reactions, and patterned backgrounds
- Almost human speech
- Words are highlighted as they are spoken
- New picture library with modern graphics
- Pop-up grids make it easy to add text and pictures to talking books and open up a new world of possible activities, such as picture labeling
- Force the order in which cells are selected
- Integration with our LearningGrids website to make it easy to find online resources within Clicker
- New Edit/Run Modes protect your grids from accidental editing and make it easier to create and edit grids
- A single Clicker 5 file contains an entire set of grids, templates, graphics, sounds, and video - making it easy to search, manage, and share your resources
- You can save preferences with the Grid Set
- Faster movement between grids
- Improvements to Clicker Explorer enable you to create sequences easily and modify all grids that use the same template
- Supports a range of multimedia file formats including MP3 and MPEG, enabling you to create stimulating materials using resources from the Internet

If you have files you've made in Clicker 4, these will still work in Clicker 5.

## Installing Clicker

To install Clicker 5 on your computer:

1. Insert the CD and wait for the CD to start. If nothing happens, open 'My Computer', double-click on the CD, and then double-click 'Setup.exe'.
2. Follow the on-screen instructions.

---

**Note:** If you are installing onto a network, please click on the **Help** button in the installer for further information.

---

To install Clicker 5 on a Mac:

1. Insert the CD and wait for the CD icon to appear on your desktop.
2. Double-click the CD icon and then double-click Clicker 5 Installer.
3. Follow the on-screen instructions.

## Your serial number and activation key

The serial number and activation key are on your CD envelope (single user version) or your blue license document (all other versions). Keep this safe in case you need it.

You must enter your serial number and activation key when you install Clicker 5.

## Registering Clicker

Register your copy of Clicker 5 for FREE resources, product updates, and technical support!

Registration is very important, as it means you will be able to:

- Use free Clicker 5 resources at LearningGrids.com within Clicker
- Receive free updates to Clicker 5
- Contact our technical support department for advice

We continually add new features to Clicker 5, so registration means you will be informed of the latest free update and the features it contains.

For information on how to use the features added in free updates, use the on-screen help.



# Getting Started

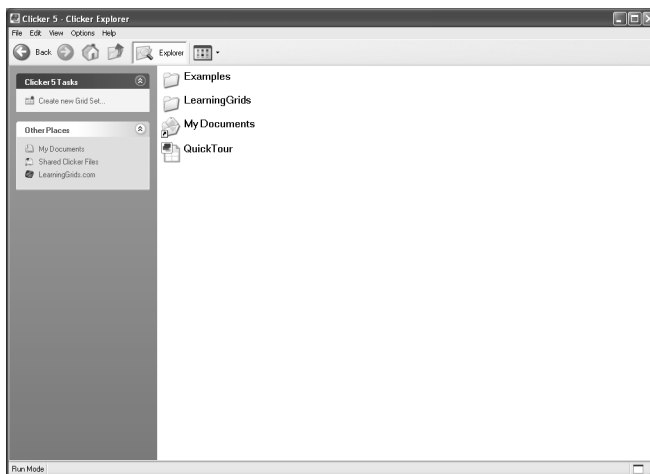
## Starting Clicker

Open the Windows 'Start' menu and select 'All Programs', then 'Crick Software', and then 'Clicker 5'.



(Mac: double-click on the Clicker 5 alias on your desktop.)

When Clicker 5 starts, it shows Clicker Explorer. This makes it easy to find and edit your Clicker 5 files, which are called 'Grid Sets'.



You can double-click on a folder to view its contents, or double-click on a Grid Set to open it.

If you're new to Clicker, we recommend you double-click on **Quick Tour**, which is a Grid Set that teaches you the basics very quickly.

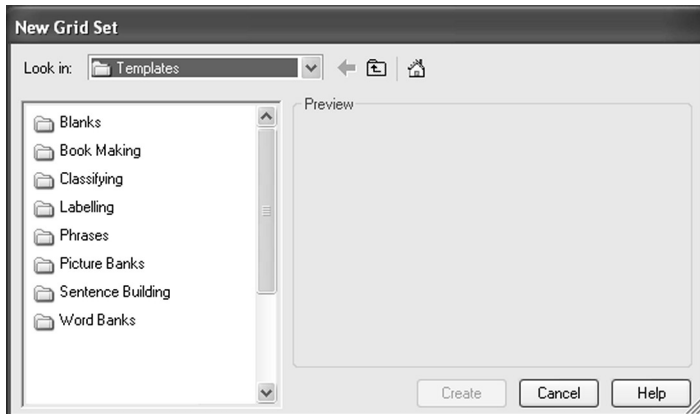
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**Note:** You can create a 'Home Grid', which displays when you start Clicker instead of Clicker Explorer.

---

## Creating a new Grid Set

To get started with Clicker 5, open the **File** menu in the top-left corner and select **New Grid Set**.



Now select a template with which to start. For example, double-click on the **Sentence Building** folder to view the sentence-building templates; then, for simple sentence-building grids, double-click **Sentence Building** to view different grid layouts. Then select the layout you want, and click **Create**.

**Note:** Some of the templates, such as the **Book Making** templates, do not have different grid layouts; instead, they have a number of grids already set up in a sequence - in which case, the area on the left is gray instead of white. You can select the grids to see a preview; when you click **Create**, the starting grid is opened.

## About the templates

When you create a Grid Set, there are many templates to choose from:

- **Blanks** - these are templates set up without cells. Add cells to a blank grid and let your imagination and creativity run wild! Choose either a full-screen grid or a grid with Clicker Writer.
- **Book Making** - these are templates containing full-screen, linked grids or 'pages'. There is a cover page, followed by a number of pages (12 or 20) with spaces for a picture and text. There are buttons to move forward and back, a 'listen' button to hear what you write, and a 'record' button to record your own sound. On some of the templates there are also buttons that open pop-up grids, which you can use to add words or pictures to the grids. There is also a **Custom** template containing different page layouts from which you can build your own book.
- **Classifying** - each template contains four full-screen grids that let you classify words or pictures into groups. You click on a cell to show a pop-up and then click on the cells in the pop-up to send their contents to one of two groups. Use the **Pictures** template to classify pictures and the **Words** templates to classify words.
- **Labeling** - each template contains four full-screen grids with areas for pictures, with text labels. In the **Words** pop-up templates, clicking on the text label area shows a pop-up grid. On the **Pictures** pop-up templates, clicking on the picture area shows a pop-up grid. The pop-up grids send text/pictures to the cell that opened the pop-up. There are also templates for labeling parts of a **Background Picture**. Some templates always show the same, single pop-up grid; others have multiple pop-ups, with a different pop-up for each text/picture area on the grid. Each grid also has forward and backward buttons for moving between grids.

- **Phrases** - these are writing grids with long cells: ideal for phrases.
- **Picture Banks** - these are writing grids with large cells that fill the grid: ideal for pictures.
- **Sentence Building** - these are writing grids with cells, a forward button, and a period. The **Forced Order** template contains writing grids with color-coded groups of cells. Only one group can be clicked on at a time - useful for forcing the correct syntax of a sentence. The **Modeled Sentence Building** template contains writing grids that include a large cell, into which you can enter a model word, phrase, or sentence. When you click on it, it speaks the text in it, rather than writing it. Use the other cells for component letters, word chunks, or phrases, with which to write in Clicker Writer. The **Pop-up Modeled Sentence Building** templates have a pop-up grid for the model sentence.
- **Word Banks** - these are writing grids that you can use for word banks.

There are examples in each of the template folders - double-click **Show Me** in each folder to see how you can use the templates.

You can have a mixture of full-screen and writing grids in your Grid Set. So, for example, you could create a talking book with related writing activities: simply select a **Book Making** template when you create the Grid Set, and then add writing grids to your Grid Set.

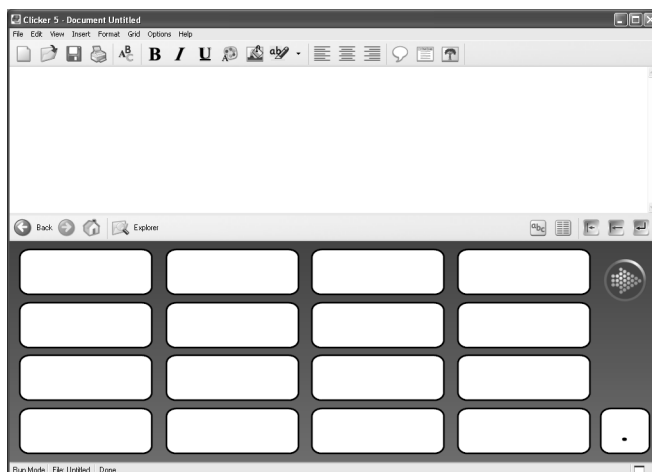
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**Note:** You can save a grid as a template: simply select **Clicker 5 Template** from the **Save As Type** drop-down list when saving your Grid Set. Templates are stored in **Resources\File Templates** in your Clicker 5 folder.


---

## Introducing Clicker Writer and the Clicker Grid

When you create a new Grid Set with templates such as the Sentence Building templates, there is a talking word processor - **Clicker Writer** - at the top of the screen, with the **Clicker Grid** at the bottom of the screen. You can add words to the Clicker Grid and click on them to write in Clicker Writer. You can also type directly into Clicker Writer. It can automatically capitalize words at the start of sentences and proper nouns.



When you write a sentence in Clicker Writer and end it with a period, you can hear the sentence read aloud to you, with the words highlighted as they are spoken. You can hear individual words in Clicker Writer by clicking on them, or you can select some of the text

and click  **Speak Text** to hear it spoken. You can also hear words in the cells before you write: simply click on a cell with the right-hand mouse button (Mac: hold down the Ctrl key and click on a cell).

---

**Note:** These features are the default options. You can change these, and also hear individual letters or words spoken as you write them. To check or change your settings or preferences, see **Changing Settings for a Grid Set** or **Changing Preferences**.

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
## Adding text to cells

The Clicker Grid contains a number of cells, in which you can easily put your own words: simply hold down the **Shift** key on your keyboard and click on a cell. A cursor then starts flashing in the cell. Type into the cell and press the **Enter** key on your keyboard (or click on the grid background) when you have finished.

You can quickly and easily create a grid that enables you to write whole sentences.




---

**Tip:** Use the  **Tab** key on your keyboard to move the cursor between cells. This makes it quicker to add text to many cells. To add text to many cells, you can also:

1. Copy a list of words/phrases (on separate lines) from another application.
2. Select the cells.
3. Open the **Edit** menu and select **Paste**.

You can also select cells, open the **Edit** menu and select **Copy**, and then paste the text into another application.



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**Note:** If you cannot Shift-click on a cell to edit it, check your User Preferences.

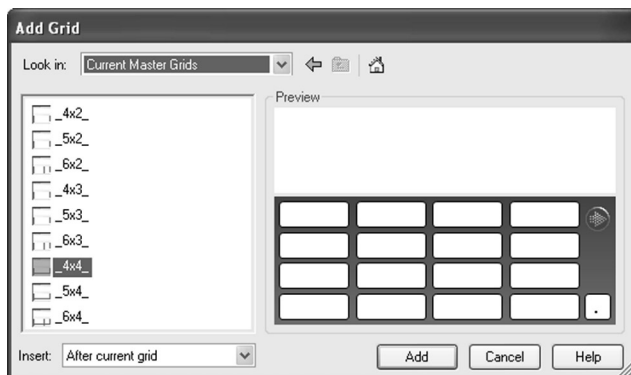
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## Adding grids to a Grid Set

The Clicker Grids are separate from Clicker Writer. This means you can use many grids to build sentences in your Clicker Writer Document.

You can add as many grids to your Grid Set as you like, and move between them using the  **Back** and  **Forward** tools in the Grid Toolbar.

To add a grid, open the **Grid** menu and select **Add Grid**. You are then prompted to select a Master Grid from your Grid Set.



To add a grid with a different layout, select the **Templates** folder from the drop-down list at the top. The drop-down list at the bottom lets you choose where you want the grid to appear in your Grid Set (the default location is after the current grid).

When you have chosen a layout and a location for the new grid, click **Add**.

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**Note:** You can also add grids using Clicker Explorer; see [Using Clicker Explorer](#).

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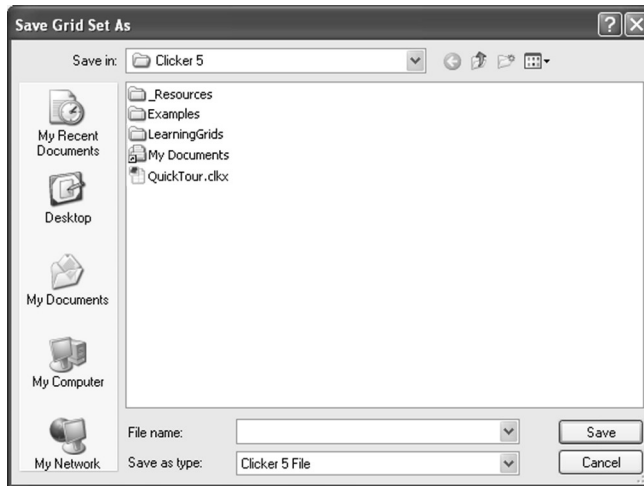
## Saving your Grid Set

All the grids you add to a Grid Set are stored together when you save your Grid Set.

To save your Grid Set so you can use it again at any time, open the **File** menu and select **Save Grid Set**. The first time you save a Grid Set, you're asked where you want to save it.

Enter a name for your Grid Set, choose where you want to save it, and click **Save**.

The next time you save your Grid Set, your changes will be stored automatically in this location.

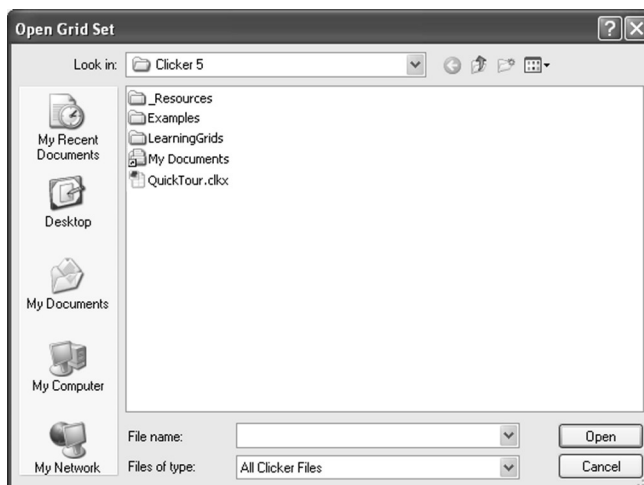


**Tip:** If you don't want changes to your Grid Set to be saved (for example, if you've created an activity that has to be completed, such as a book-making activity), save your Grid Set as a template: when saving your Grid Set, select **Clicker 5 Template** from the drop-down list at the bottom, next to **Save as type** (Mac: **File Format**). Then every time you try to save the Grid Set, you are prompted to save it somewhere else or with a different name. Templates can consist of Master Grids only – you can remove all the grids in a Grid Set before you save as a template.

**Note:** If you want to save your Grid Set somewhere else or with a different name, open the **File** menu and select **Save Grid Set As**. Also note that there are different options available for saving files in your User Preferences.

## Opening a Grid Set

To use a saved Grid Set, open the **File** menu and select **Open Grid Set**. Select a Grid Set and click **Open**. The Grid Set is instantly ready to use.

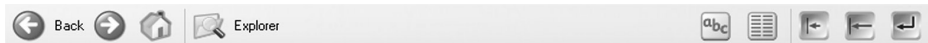


**Note:** You can also open Grid Sets using Clicker Explorer.





## Using the Grid Toolbar


The Grid Toolbar is just above the grid:




 **Back** and  **Forward** - move between grids in a Grid Set.

 **Home** - moves to your Home Grid (or to Clicker Explorer if you have no Home Grid).

 **Explorer** - shows you Clicker Explorer - an easy way to manage your Grid Sets.


 **Pop-up Keyboard** - shows a virtual keyboard as a pop-up grid, to 'type' into Clicker Writer. If you create a different pop-up keyboard, you can use this to view your keyboard.

 **Pop-up Word Bank** - shows a pop-up grid containing alphabetically organized common words. If you type a letter before using this tool, the word bank opens with the words beginning with that letter. If you create a different pop-up word bank, you can use this to view your word bank.

---

**Note:** You can also use the **View** menu to access the above tools.

---

 **Delete Letter** - deletes the letter to the left of the cursor in Clicker Writer.

 **Delete Word** - deletes the word (or phrase) to the left of the cursor in Clicker Writer.


 **New Line** - moves the cursor to a new line in Clicker Writer.

---

**Note:** You can hide tools on the Grid Toolbar. See **Changing Settings for a Grid Set**.

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## Leaving Clicker

To leave Clicker, click  **Close** in the top right of the Clicker window, or open the **File** menu and select **Exit**.

(Mac: open the **Clicker 5** menu and select **Quit Clicker 5**.)


# Using Clicker Writer

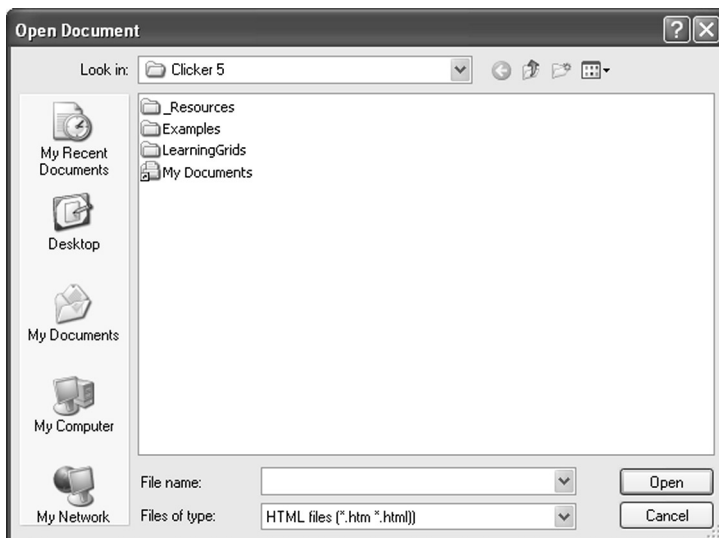
## Creating a new Clicker Writer Document

If you want to start a new Clicker Writer Document, open the **File** menu and select **New Document** - or click  **New Document** on the Clicker Writer Toolbar.

You're then given a blank Clicker Writer Document in which you can write.


## Opening a Clicker Writer Document

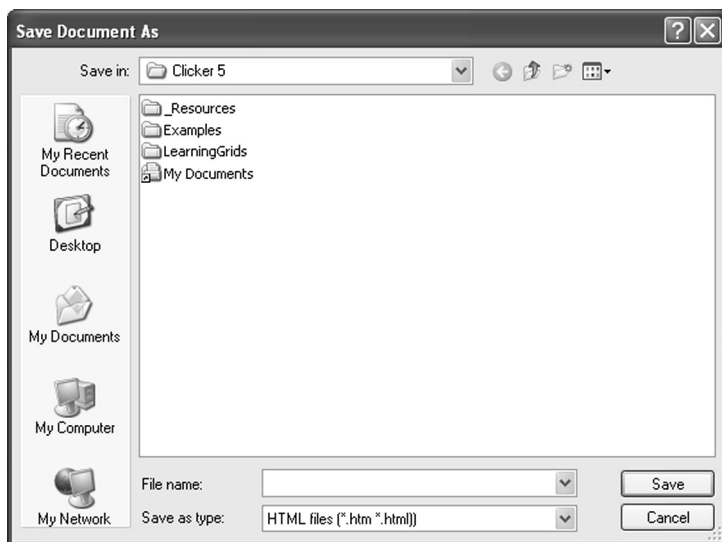
To open a Clicker Writer Document you've saved before, open the **File** menu and select **Open Document** - or click  **Open Document** on the Clicker Writer Toolbar.



Select a Clicker Writer Document and click **Open**. You can then edit or add more to the document.

## Saving your Clicker Writer Document

To save your Clicker Writer Document, open the **File** menu and select **Save Document** - or click  **Save Document** on the Clicker Writer Toolbar. The first time you save a document, you're asked where you want to save it.



Enter a name for your document, choose where you want to save it, and click **Save**. The next time you save your document, Clicker will save all your changes automatically.

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**Note:** If you want to save your document somewhere else or with a different name, open the **File** menu and select **Save Document As**.

---

## Editing your text

You can edit your Clicker Writer Documents in the same way as other word processors. To edit text, first select the text you want to edit. When you have selected some text, you can move, copy, or delete it.

### Selecting text

To select text, click at the start of the text you want to edit and hold down the mouse button. Then move the mouse pointer to the end of the text you want to edit, and release the mouse button.

You can also double-click on a word to select it; triple-click on a paragraph to select it; or to select all your text, open the **Edit** menu and click on **Select All Text**.

To deselect text, open the **Edit** menu and click on **Clear Selection**.

### Moving/copying text

To move or copy selected text, simply drag it (holding down the **Ctrl** key (Mac: **Option** (**Alt**) key) to copy it):

1. Click on the selected text and hold down the mouse button.
2. Drag the mouse to move the mouse pointer where you want to move the text (to copy the text, hold down the **Ctrl** key (Mac: **Option** (**Alt**) key) on your keyboard).
3. Release the mouse button.

You can also move or copy selected text using the **Edit** menu or your keyboard:

1. Open the **Edit** menu.
2. To move the text, select **Cut** (or hold down the **Ctrl** key (Mac: **Command (Apple)** key) and press **X**). The selected text is then removed.

OR

To copy the text, select **Copy** (or hold down the **Ctrl** key (Mac: **Command (Apple)** key) and press **C**).

3. Click where you want to move the text.
4. Open the **Edit** menu and select **Paste** (or hold down the **Ctrl** key (Mac: **Command (Apple)** key) and press **V**).

---

**Note:** You can select text in any application and move or copy it into Clicker Writer, or into cells.

---

## Deleting text

To delete selected text, open the **Edit** menu and select **Delete** (or press the **Delete** key).

---

**Note:** You can also edit text using the Clicker Writer Toolbar.

---

## Using the Clicker Writer Toolbar

Clicker Writer comes with a variety of word processing tools in the toolbar above it.



 **New Document**




 **Open Document**

 **Save Document**

 **Print Document**

 **Undo**

 **Font**

 **B** **Bold**,  **I** **Italic**,  **U** **Underline**

 **Font Color**

 **Background Color**

 **Highlight Text**

 **Align Left**,  **Center**,  **Right**

 **Spellcheck Document**

 **Speak Text**

 **Hide Grid**

 **Insert Picture**


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**Note:** You can hide tools on the Clicker Writer Toolbar. See [Changing Settings for a Grid Set](#).


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## Formatting text

To change the text font or the font size in Clicker Writer, click  **Font** in the Clicker Writer Toolbar.

To make the text bold, click  **B Bold** or press **Ctrl+B** (Mac: **Command (Apple)+B**).

To make the text italic, click  **I Italic** or press **Ctrl+I** (Mac: **Command (Apple)+I**).

To underline the text, click  **U Underline** or press **Ctrl+U** (Mac: **Command (Apple)+U**).

To change the font color, click  **Font Color**.

You can also add bullets, numbering, and indents. To add these, use the **Format** menu.


These tools affect any further text you type. You can also select text before using these tools, to format just the selected text.

---

**Note:** You can also format the text in cells and in text boxes. To make the font size higher than 36pt, you can change the default font size. See [Changing Settings for a Grid Set](#).

---

## Aligning text

To align text to the left, center, or right of Clicker Writer, click  **Align Left**,  **Align Center**, or  **Align Right** in the Clicker Writer Toolbar.

These tools affect the current paragraph. To align all your text, select it before using these tools.

---

**Note:** You can also align text in cells and in text boxes.

---

## Changing the background color in Clicker Writer


To change the background color of Clicker Writer, click  **Background Color** in the Clicker Writer Toolbar.


---

**Note:** You can also change the background color of the Clicker Grid.

---

## Highlighting text

The  **Highlight Text** tool in the Clicker Writer Toolbar lets you highlight words or phrases in the Clicker Writer Document.


To highlight text, click  **Highlight Text** and select some text. To change the highlight color, click on the arrow to the right of the **Highlight Text** tool.

---

**Note:** You can also change the appearance of highlighting when text is spoken.

---

## Spellchecking text

To check your spelling in Clicker Writer, click  **Spellcheck Document** in the Clicker Writer Toolbar. Clicker then looks through the Clicker Writer Document for words that are not in its dictionary. If it finds a word it does not recognize, it highlights the word and offers alternative spellings in a pop-up spellchecker.

To change the spelling, click on a word in the spellchecker. To leave the spelling as it is, click **Next Word**. The spellchecker then continues looking through the document for further misspellings.

The spellchecker can use Clicker's picture support, with pictures appearing above matching words. You can also check spelling as you write, with misspelled words underlined in red. You can then right-click (Mac: Ctrl-click) on one of these words to select from a list of alternative spellings. To use pictures in the spellchecker or to check spelling as you write, see **Changing Settings for a Grid Set** and **Changing Preferences**.

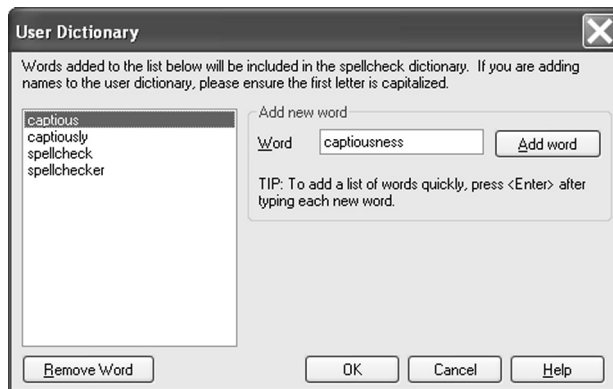
---

**Note:** You can also set up a cell to open the spellchecker, and check spelling in text boxes.

---

## Adding words to the dictionary

To add words to the dictionary so the spellchecker recognizes them, open the **Edit** menu and select **User Dictionary**.



The words you have added are listed on the left.

To add a word to the dictionary, type it in the box under **Add new word** and then select **Add word**.

To remove a word from the dictionary, click on it in the list of words on the left to highlight it, and then select **Remove Word**.


---

**Note:** The words you add are always recognized, regardless of the spellchecker's language.

---



## Hiding the grid

To view only Clicker Writer and temporarily hide the grid, click  **Hide Grid** in the Clicker Writer Toolbar (or press the **F2** key on your keyboard). Click on it again to show the grid.

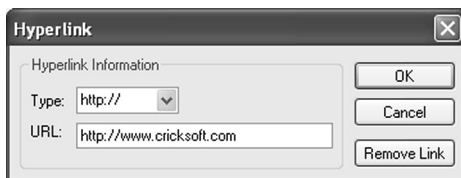
## Inserting hyperlinks

You can insert a hyperlink in Clicker Writer, so when you save your document and open it in an Internet browser, you can click on a word or phrase to go to a website, or to write an email.

If you add a hyperlink to a text box, you can click on it to open the website in your Internet browser, or open a blank email in your email software.

To insert a hyperlink:

1. Select the text that you want to make into a hyperlink in Clicker Writer.
2. Open the **Insert** menu and select **Hyperlink**.



3. To open a web page, select **http://** from the **Type** drop-down list, and then enter the web address next to **URL** - for example **http://www.cricksoft.com**. To send an email, select **mailto:** from the **Type** drop-down list, and then enter the email address next to **URL** - for example **mailto:info@cricksoft.com** (include **mailto:** before the email address).

When you click **OK**, the text you selected will be highlighted and underlined.

## Removing/changing a hyperlink

To remove or change a hyperlink in Clicker Writer or a text box:

1. Select the text that contains the hyperlink.
2. Open the **Insert** menu and select **Hyperlink**.
3. Click **Remove Link**.

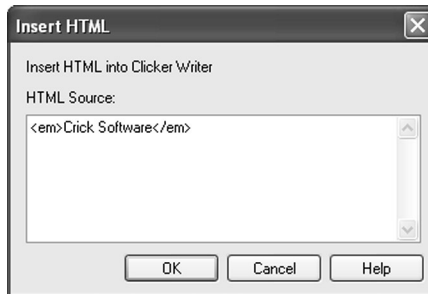
## Inserting HTML

Clicker Writer Documents are HTML (Hypertext Mark-up Language) documents, which is the same as simple web pages.

This means you can put your Clicker Writer Documents on the Internet. If you know how to use HTML, you can insert it into your Clicker Writer Document.

To insert HTML:

1. Click where you want to insert the HTML in your Clicker Writer Document.
2. Open the **Insert** menu and select **HTML**.



3. Enter the HTML into the box. You can either type it, or copy it from the source code of a web page and paste it into the box.

## About Clicker Writer settings

You can change settings for:

- ☐ Speech and highlighting
- ☐ Spellchecking
- ☐ Line spacing

You can also choose to start a new Clicker Writer Document when you open a particular Grid Set, and change the default font and font size.

You can either change Clicker Writer settings for the current Grid Set, or preferences for a particular person (these override any settings for the current Grid Set).

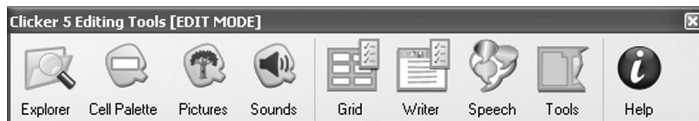
For more information, see **Changing Settings for a Grid Set** and **Changing Preferences**.

# Editing Clicker Grids

## Introducing Edit Mode

Clicker 5 has an Edit Mode to make it easier for you to edit your grids. To enter Edit Mode, open the **Edit** menu and select **Edit Mode**, or double-click on **Run Mode** in the status bar at the bottom of the Clicker window.

When you enter Edit Mode, the Editing Toolbar appears.



**Explorer** - shows Clicker Explorer.



**Cell Palette** - lets you add cells to the grid.



**Pictures** - lets you add pictures to cells.



**Sounds** - lets you add sounds to cells.



**Grid** - lets you change the Grid Properties:

- Change the grid color and pattern
- Add sound or video when a grid opens or closes
- Save the grid size
- Change the work space in a pop-up grid
- Change automatic cell spacing
- Omit the current grid when printing a Grid Set
- Set up alphabetical or random cell ordering



**Writer** - shows Clicker Writer Settings for the current Grid Set.



**Speech** - lets you change the voice used for speech.



**Tools** - lets you show or hide the Clicker Writer and Grid toolbars.


In Edit Mode, you can position or resize cells by dragging them. You can also right-click (Mac: Ctrl-click) on a cell or the grid to view a pop-up menu, which makes it easy to edit your grids. If you right-click (Mac: Ctrl-click) on a cell, the pop-up menu lets you listen to a cell, or edit the text without holding the **Shift** key.

---


Note: If you have a wheel mouse, to hear the text in a cell spoken, you can click on it with the wheel instead of a right-click.

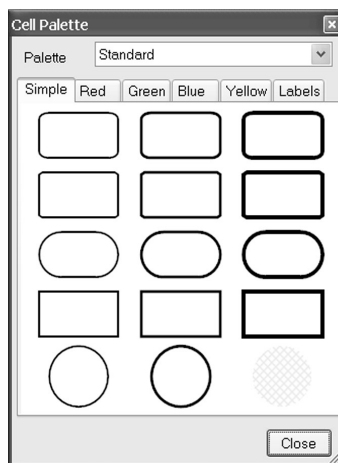
---



## Leaving Edit Mode

To return to Run Mode, click  in the top right (Mac: top left) of the Editing Toolbar, or double-click on **Edit Mode** in the status bar at the bottom of the Clicker window.

## Using the Cell Palette

The Cell Palette lets you add cells to the grid by dragging them onto the grid. To view the Cell Palette, click  **Cell Palette** in the Editing Toolbar, or open the **View** menu and select **Cell Palette** (or open the **Grid** menu, select **Insert**, and then select **Cell**).



Select a palette from the drop-down list or click on the **Red**, **Green**, **Blue**, and **Yellow** tabs to view more cells. Click  and  to view more tabs (Mac: a pop-up menu is used instead of tabs.)

The red, green, blue, and yellow cells contain icons such as forward/backward arrows. These cells highlight when you move the mouse pointer over them. Some are already set up to open another grid.

---

**Tip:** If you add text to a cell with an icon, then the icon and the text will highlight when you move the mouse pointer over it.

---

## Adding cells to the grid

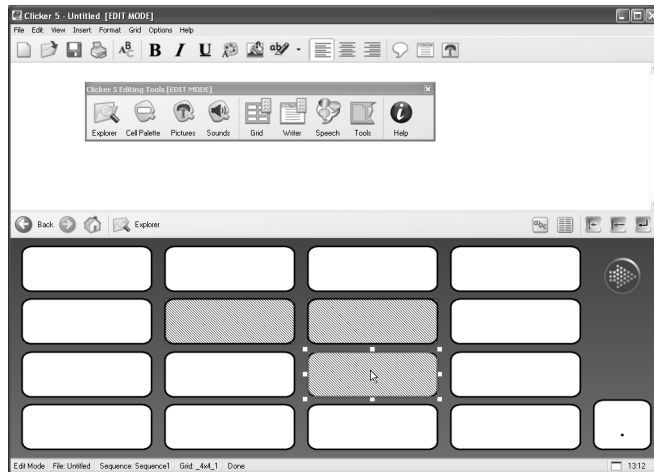
To add a cell to the grid from the Cell Palette, simply drag it to the grid:

1. Click on the cell you want and hold down the mouse button.
2. Drag the mouse pointer to the grid. The cell shape follows your mouse pointer. Position the cell shape where you want the cell to appear.
3. Release the mouse button. The cell then appears in the grid. You can then position or resize the cell if you wish.

## Selecting cells

If you select multiple cells, you can then delete, position, align, resize, copy, move, change the layers, or edit the Cell Properties of all these cells simultaneously.

To select cells in Edit Mode, hold down the **Ctrl** key (Mac: **Command (Apple)** key) and click on the cells.



The cells highlight when you select them.

Alternatively, you can drag the mouse pointer over cells to select them:

1. Hold down the **Ctrl** key (Mac: **Command (Apple)** key).
2. Click on one cell and hold down the mouse button.
3. Drag the mouse pointer over the other cells.
4. Release mouse button and the **Ctrl** key (Mac: **Command (Apple)** key).

To select all the cells in a grid, simply open the **Edit** menu and select **Select All Cells**.

To deselect cells, either hold down the **Ctrl** key (Mac: **Command (Apple)** key) and click on the cells, or to deselect all cells, open the **Edit** menu and select **Clear Selection**.

## Deleting cells

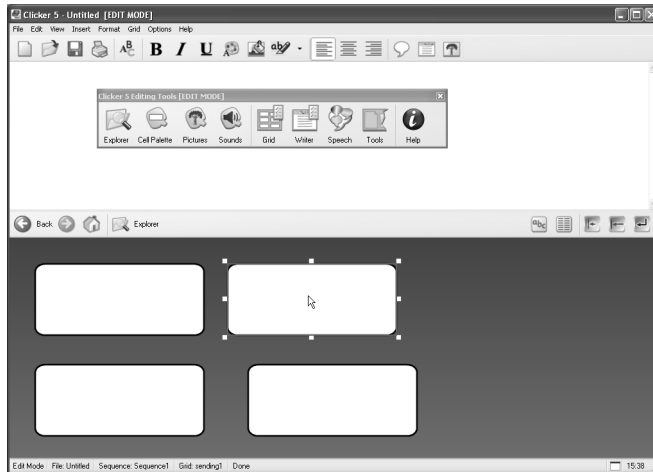
To delete a cell in Edit Mode:

1. Right-click (Mac: Ctrl-click) on a cell to view its pop-up menu.
2. Select **Delete**.

## Positioning cells on a grid

To position a cell on a grid in Edit Mode, simply drag it into place:

1. Move the mouse pointer over the cell. The cell is then highlighted, with boxes on the corners and edges.



2. Click on the cell and hold down the mouse button.
3. Drag the mouse pointer somewhere else in the grid. The cell shape follows your mouse pointer: move the cell shape where you want the cell to be positioned.
4. Release the mouse button. The cell is then moved to that position.

When you position cells, they 'snap' to an invisible 'grid', to help make your grids neater. You can change this automatic cell spacing.


---

**Note:** If you cannot position cells, check your User Preferences.

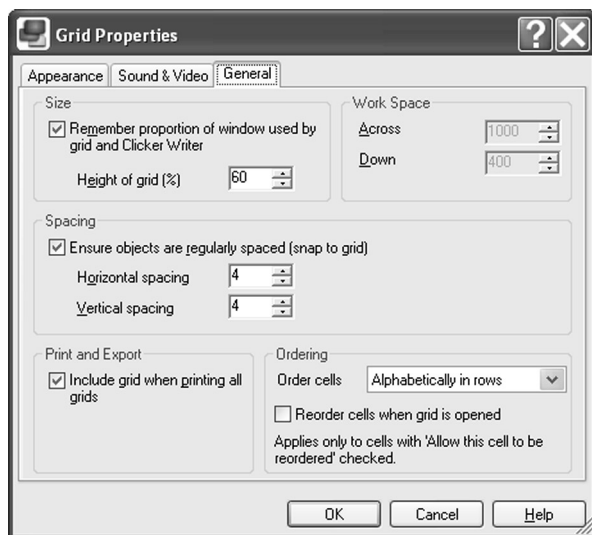
---

## Changing automatic cell spacing


To change the automatic cell spacing (often called 'snap to grid') when you position cells on a grid:

1. Click  **Grid** in the Editing Toolbar to view the Grid Properties.
2. Click on the **General** tab.





To switch off automatic cell spacing, uncheck the box next to **Ensure objects are regularly spaced**.

To change the size of the automatic cell spacing, click on the  arrows to increase or decrease the numbers next to **Horizontal spacing** and **Vertical spacing**, or enter numbers into the boxes.

## Aligning cells

You can make the edges of cells have the same vertical or horizontal positions, or line up their center points.

To align cells in Edit Mode:

1. Select the cells you want to align.
2. Right-click (Mac: Ctrl-click) on the cell with the correct position, to view its pop-up menu.
3. Select **Align**, and then select **Left**, **Center**, **Right**, **Top**, **Middle**, or **Bottom**.

## Resizing cells

To resize a cell in Edit Mode, drag a box on a corner or edge of the cell:

1. Move the mouse pointer over a cell. The cell is then highlighted, with boxes on the corners and edges.
2. Click on a box on the corner or edge of the cell and hold down the mouse button.
3. Drag the mouse pointer around the grid. The cell shape follows your mouse pointer: resize the cell shape to the size you want.
4. Release the mouse button. The cell is then resized.

---

**Note:** If you cannot resize a cell, check your User Preferences.

---

## Resizing multiple cells

To resize many cells simultaneously in Edit Mode:

1. Select the cells you want to resize.
2. Resize the cells in one of two ways:
  - i. **Resize all selected cells by the same amount.** To do this, simply resize any one of the selected cells.
  - ii. **Resize the group of cells.** To do this, hold down the **Ctrl** and **Alt** keys (Mac: **Command (Apple)** and **Option (Alt)** keys). The selected cells are then highlighted as a group in red, with boxes on the corners and edges of the group. To resize the group, drag one of these boxes. The spaces between the cells are then also resized.

You can also make cells have the same size, width, or height.

## Making cells the same size, width, or height

To resize multiple cells in Edit Mode so they are the same size, width, or height:

1. Select the cells you want to resize.
2. Right-click (Mac: Ctrl-click) on the cell with the correct size, width, or height, to view its pop-up menu.
3. Select **Make Same** and then select **Size**, **Widths**, or **Heights**.

## Copying cells

To copy a cell or group of selected cells in Edit Mode:

1. Right-click (Mac: Ctrl-click) on a cell to view its pop-up menu.
2. Select **Copy**.
3. If you want to copy the cell(s) to another grid, go to this grid.
4. Right-click (Mac: Ctrl-click) on the grid to view its pop-up menu.
5. Select **Paste**.

You can also copy cells on a grid by holding down the **Ctrl** and **Alt** keys (Mac: **Command (Apple)** and **Option (Alt)** keys) and dragging the selected cells.

## Moving cells to a different grid

To move a cell or group of selected cells to a different grid in Edit Mode:

1. Right-click (Mac: Ctrl-click) on a cell to view its pop-up menu.
2. Select **Cut**.
3. Go to the grid where you want to move the cell(s).
4. Right-click (Mac: Ctrl-click) on the grid to view its pop-up menu.
5. Select **Paste**.

## Changing the layer of cells

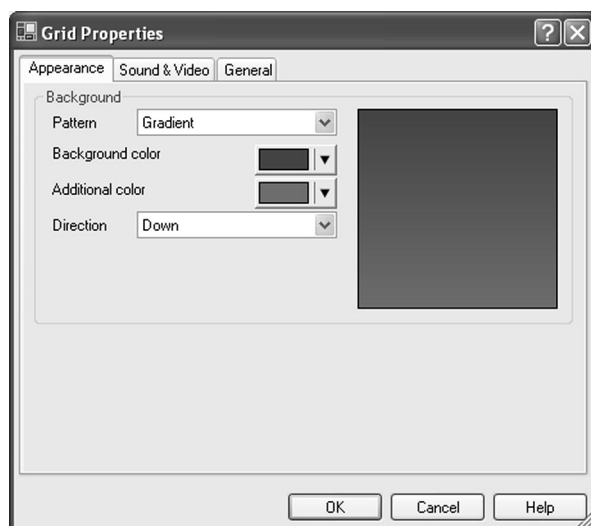
If cells overlap, you can bring a cell to the front, or send it to the back.

To change the layer of a cell in Edit Mode:

1. Right-click (Mac: Ctrl-click) on the cell to view its pop-up menu.
2. Select **Bring to Front** or **Send to Back**.

## Changing the grid background

To change the appearance of the grid, click  **Grid** in the Editing Toolbar to view the Grid Properties. The **Appearance** tab lets you change the grid background:



Select a pattern from the drop-down list:

**Solid Color** - for a simple colored background.

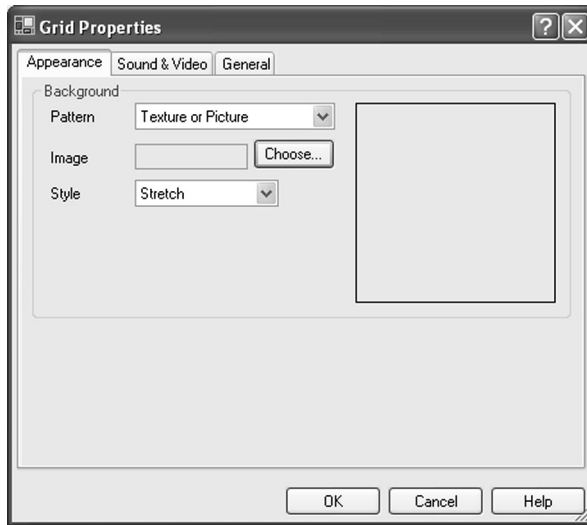
**Gradient** - for a modern-looking effect.

**Texture or Picture** - to use a picture for the grid background.

If you're using a **Gradient** pattern, select two colors to merge into each other, and select the direction for the merge.

### Adding pictures to the grid background

To add a picture to the grid background, select **Texture or Picture** from the **Pattern** drop-down list in the Grid Properties.



1. Click **Choose** and select a picture.
2. From the **Style** drop-down list, select a style for your picture.

**Stretch** - stretches your picture to cover the grid.

**Tile** - repeats your picture to cover the grid.

**Scaled Tile** - repeats your picture to cover the grid, using the same number of tiles no matter what the window size or monitor resolution. Use this if you want cells to line up with the tiles and will use the grid on different computers.


---

**Note:** You can also drag a picture on to the grid background from Windows (or Finder on a Mac), or from a web page (as long as the picture does not link to another web page). Larger pictures are stretched and smaller pictures are tiled.

---

## Resizing the grid

To change the grid size when using a writing grid, drag the top of the Grid Toolbar:

1. Move the mouse pointer to the top of the Grid Toolbar so the mouse pointer becomes a  shape.
2. Click and hold the mouse button down.
3. Move the mouse pointer up or down to increase or decrease the grid size. When you're happy with the size, release the mouse button.

You can save the grid size, so the proportion of the Clicker window used by Clicker Writer and the Clicker Grid is always the same for a certain grid.


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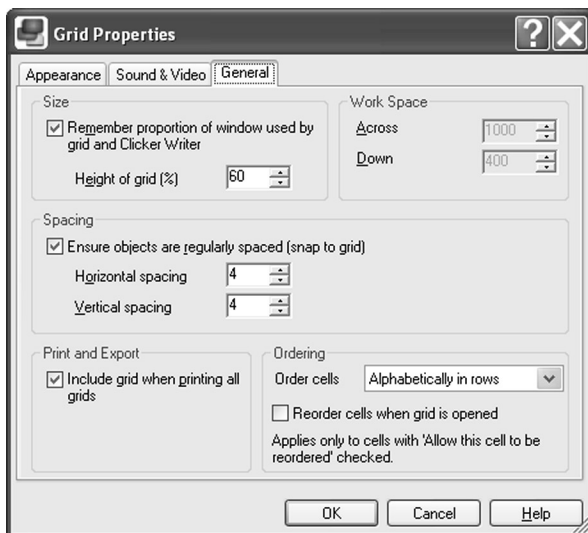
**Note:** You can stop people resizing the grid: if you cannot resize the grid, check your User Preferences.

---

## Saving the grid size

To save the grid size:

1. Click  **Grid** in the Editing Toolbar to view the Grid Properties.
2. Click on the **General** tab.



3. Check the box next to **Remember proportion of window used by grid and Clicker Writer**.

When you save your Grid Set, the size of the grid will be stored, so it will be the same size the next time you open it.

## Using text boxes

If you want a piece of text with words or phrases formatted in different ways (such as using different fonts), you can use text boxes.

To add a text box to your grid (or pop-up grid), open the **Grid** menu, select **Insert**, and then select **Text Box**.

A text box then appears on your grid. You can position and resize it in the same way that you position and resize cells.

To add text to your text box, simply hold down the **Shift** key on your keyboard and click on it, in the same way that you add text to cells. You can then type into the box or select text in any application, such as a Word document or Internet Explorer, and paste or drag it into the text box. You can also send text into a text box from a pop-up grid.

If you are using Instant Pictures as you type in Clicker Writer, pictures will also appear in the text box if you type a word that has a matching picture in your picture libraries.

When you Shift-click on a text box, a toolbar appears above the text box, similar to the Clicker Writer Toolbar. This allows you to do anything in the text box that you can do in Clicker Writer, such as format the text or add pictures. There is also an extra item to change the Text Box Properties.



When you've finished adding text to your text box, simply click anywhere else in the grid (or press the **Esc** key on your keyboard), and the toolbar disappears.

---

**Note:** To set up a cell to speak the contents of a text box, see [Using cells to activate cells/speak text](#) in the [Using Sound & Video](#) section.

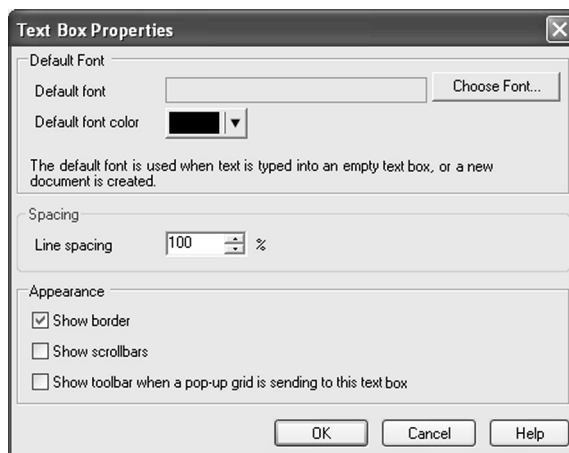
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## Changing the Text Box Properties


You can choose the default font and font color for a text box and the line spacing. You can also choose if a text box has a:

- Border
- Scrollbar
- Toolbar when entering text/pictures from a pop-up grid.

To change any of these, click **Properties** on the Text Box Toolbar.



To change the default font, click **Choose Font**. To change the default font color, click on the color button.

To change the line spacing, click on the  arrows to increase or decrease the number next to **Line spacing**, or enter a percentage into the box.

To show a border, scrollbar, or toolbar when entering text/pictures from a pop-up grid, check the box next to the appropriate item.


## Deleting a text box

To remove a text box from the grid in Edit Mode:

1. Click outside the text box or press the **Esc** key to remove the Text Box Toolbar.
2. Right-click (Mac: Ctrl-click) on the text box to view the text box's pop-up menu.
3. Select **Delete**.


## Creating a Home Grid

When Clicker 5 starts, it can show a 'Home Grid' instead of Clicker Explorer.

You can then return to your Home Grid at any time by clicking  **Home** in the Grid Toolbar.

Your Home Grid could include links to your favorite Grid Sets.

To create a Home Grid, create a Grid Set as normal, and when you save it, call it **Home**. Save it in your Shared Clicker Files folder (if you want other people to be able to use it), or in your My Documents folder (if it is for your personal use).

When you start Clicker 5 or click  **Home**, Clicker looks in your My Documents folder (Mac: Documents folder) for a Home Grid. If it cannot find one, it looks in the Shared Clicker Files folder. If it cannot find one there either, it shows Clicker Explorer.

---

**Tip:** To find out where your Shared Clicker Files folder is, open the **Options** menu and select **Program Management**, and then click on the **Folder Locations** tab.

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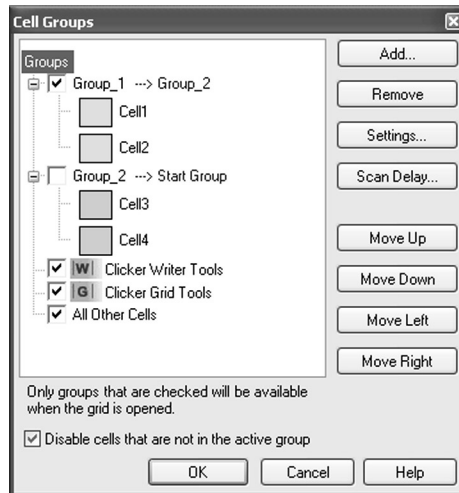
## Disabling cells until others are used

You may want only some cells in a grid to be available at a certain point: for example, you may want to force the order in which word classes are used in a sentence-building exercise.

To create a grid in which some cells are disabled until others are used, select a **Forced Order** template when creating a new Grid Set or adding a grid to your Grid Set.

Switch users can scan a group of cells and select a cell to start scanning the cells within that group. You can have groups within groups, so you can click on a cell in a group to make a subgroup available. You can have as many subgroups as you like.

To set up a grid to disable cells until others are used, open the **Grid** menu and select **Cell Groups**.



**Add** - adds a new group, or adds a cell to the selected group.

**Remove** - removes the selected cell or group.

**Settings** - lets you choose which group will be active next when a cell is selected from a group, and other settings for the selected group.

**Scan Delay** - if using switches, lets you change the scan delay for the selected cell.

**Move Up/Down/Left/Right** - move the selected cell or group. Moving a cell or group to the right puts it into the group above it; moving it to the left takes it out of a group. If using switches, moving a cell or group upwards makes it scan sooner.

**Disable cells which are not in the active group** - check this box to make only the checked groups available at the start of the grid, and when a cell or tool is selected, only cells or tools in the active group.

For example, the cell groups checked above - Group\_1, the Clicker Writer Tools, the Clicker Grid Tools, and all cells apart from those in Group\_2 - are available when the grid is opened. When a cell is selected from Group\_1, only the cells in Group\_2 will be available. When a cell is selected from Group\_2, the groups that were active at the start will be available again.

---

**Note:** The 'All Other Cells' group includes all other cells that speak when you left/right/Ctrl click on them; open another grid/pop-up grid; or send text to Clicker Writer. Cells that do not do any of these things are not included.

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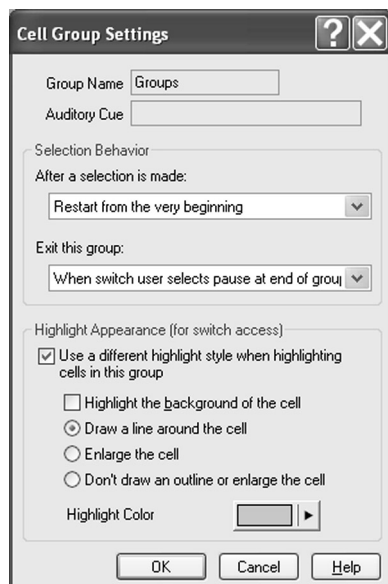
**Tip:** In Edit Mode, you can add a cell to a group by dragging the cell from the grid to the Cell Groups.

---

## Changing cell group settings

To change what happens when a cell from a group is selected, or to change the highlight for the group when using switches, select a group in the Cell Groups and click **Settings** (or double-click on a group in the Cell Groups).





**After a selection is made** - this drop-down list lets you choose what you want to happen when a cell in the group is selected.

**Exit this group** - if you are using switches, this drop-down list lets you choose how to exit a group if you do not want to select any of the cells in the group.

**Highlight Appearance** - if you are using switches, you can change the highlight for the group.

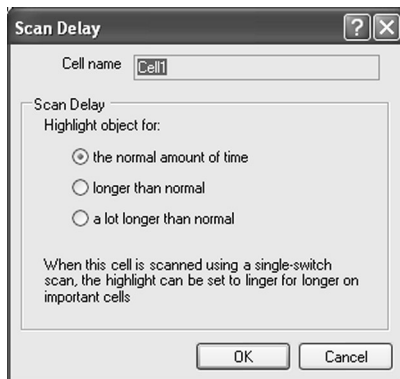
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**Note:** The 'All Other Cells' group has different settings. For more information, see the on-screen help.


---

## Changing the scan delay for a cell


If you are using switches, you can change the scan delay for an individual cell. Select a cell in the Cell Groups and click **Scan Delay** (or double-click on a cell in the Cell Groups).



## Reordering cells

When a grid opens, it can order the cells alphabetically according to the text in them, or it can sort them randomly. You can also click on the  **Reorder** tool to sort them.

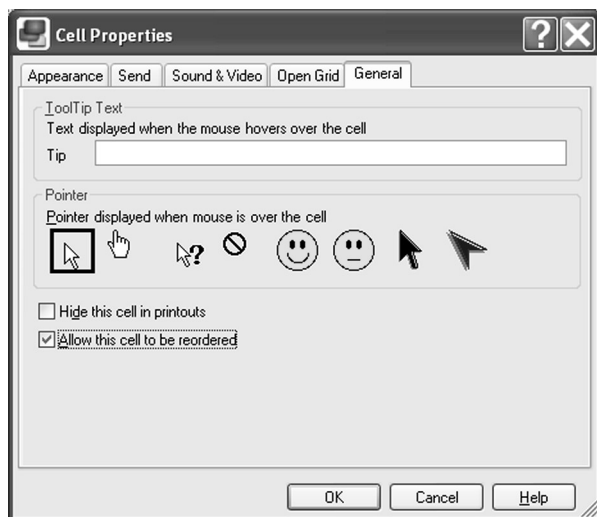
The pop-up word banks are set up to sort the cells automatically when they open.

Some of the templates – Picture Banks, Sentence Building (except Forced Order), and Word Banks – have the  **Reorder** tool on the Grid Toolbar and contain cells that are set up to be reordered.

To add the  **Reorder** tool to the Grid Toolbar, see **Changing tools on the toolbars**.


To set up a grid to allow reordering of cells:

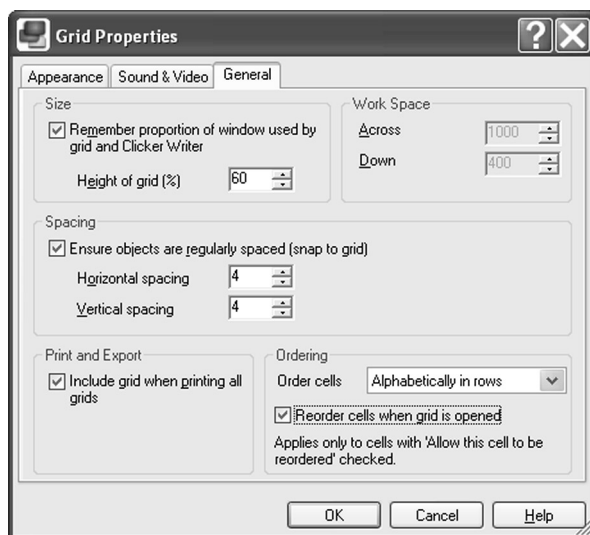
1. Select all the cells you want to be sorted.
2. Open the Cell Properties for any of the selected cells.
3. Click on the **General** tab.



4. Check the box next to **Allow this cell to be reordered**.

To choose how the cells are reordered, or to reorder the cells when the grid is opened:

1. Click  **Grid** in the Editing Toolbar to view the Grid Properties.
2. Click on the **General** tab.



3. Select how you want the cells to be ordered from the **Order cells** drop-down list. To reorder cells when the grid is opened, check the box next to **Reorder cells when grid is opened**.

## Using predictive text

You can use Clicker with word prediction software – Penfriend or WordAid.

If you have this software, cells can display words that you may want to write next, according to the grammar of the sentence and any letters you've entered.

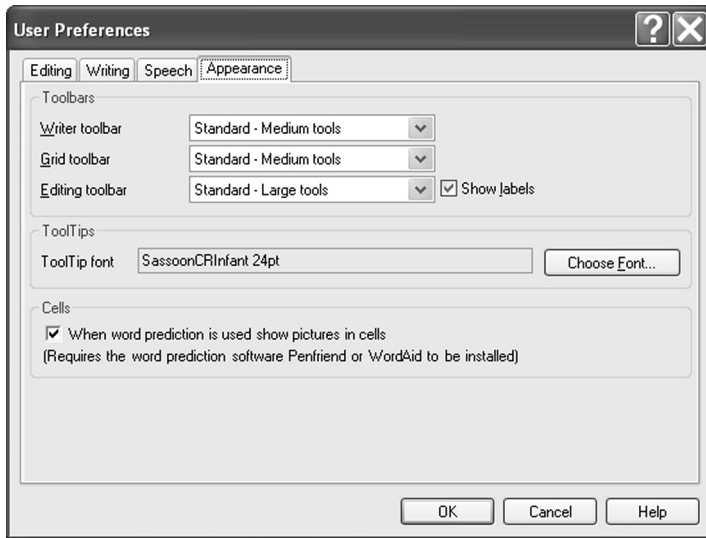
You can then click on these cells to write the words in Clicker Writer or text boxes.

Clicker comes with pop-up keyboards that contain predictive cells.

To choose one of these pop-up keyboards, open the **Options** menu, select **User Preferences**, and click on the **Writing** tab.

You can also use Instant Pictures with predictive cells.

In your User Preferences, click on the **Appearance** tab and check the box next to **When word prediction is used show pictures in cells**.




---

**Note:** To send a picture to Clicker Writer when you click on a cell, set the **Send picture shown in cell** option in the Cell Properties.

---

You can also create your own predictive grids.

To set up a cell to predict text, enter **{prediction[0]}** as the text for the cell. When used with Penfriend or WordAid, this text will be replaced by the first predicted word in the software's word list.

To add an additional predictive cell, enter **{prediction[1]}**. Increase the number by 1 for each additional predictive cell.

If you have Penfriend installed, it automatically starts when you open a prediction grid. To use WordAid, start it before opening the prediction grid.

---

**Note:** Penfriend version 3.0.4.6 or later is needed for predictive grids to work reliably. You can upgrade to the latest version at [www.penfriend.biz](http://www.penfriend.biz). For WordAid, you need version 2.0.8.10 or later – see [www.ace-center.org.uk](http://www.ace-center.org.uk).

---

# Changing Cell Properties

## About Cell Properties

The Cell Properties let you:

- Change the appearance of a cell
- Customize what a cell sends to Clicker Writer
- Add sound or video to a cell (see **Using Sound and Video**)
- Use a cell to open another grid
- Change the shape of the mouse pointer when over a cell
- Add caption text that appears when the mouse pointer is over a cell
- Set up a cell for alphabetical or random reordering

## Opening Cell Properties

To open a cell's properties in Edit Mode:

1. Right-click (Mac: Ctrl-click) on the cell to view the cell's pop-up menu.
2. Select **Properties**.

Alternatively, hold down the **Shift** key and right-click on the cell.

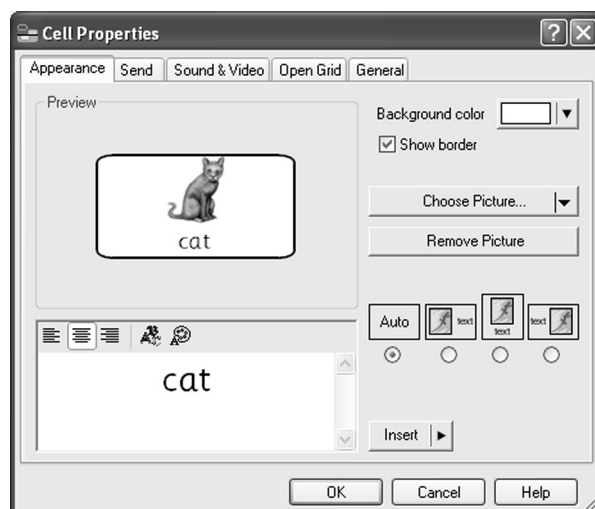
---

**Tip:** If you select multiple cells before viewing the Cell Properties, it shows you the properties of all the selected cells. So you can change the properties of all the cells at once - for example, the cells' color.

---

## Changing a cell's appearance

On the **Appearance** tab of the Cell Properties, you can change a cell's color, picture, text formatting, and more.








**Background Color** - to change the cell's background color or make the cell transparent, click on the color button.

**Show Border** - shows a border around the cell.

**Choose Picture** - adds/changes a picture for the cell. A menu lists any matching pictures in your picture libraries. Select **Browse Libraries** from the menu to find and select a picture from your picture libraries, or select **Browse Files** from the menu to find and select a picture elsewhere on your computer/network.

**Remove Picture** - removes the current picture.

To change the relative position of the text and picture, select one of the four options on the right: **Auto** lets Clicker decide on the best position, according to the shape of the cell. The other three options let you force the picture to be to the left or right of the text, or above it.

The text box at the bottom shows the text that appears in the cell. You can edit the text here as you would when you Shift-click on a cell. You can also add line breaks. The tools above the text box let you align the text to the  left,  center, or  right, and change the  font and  font color.

If you click **Insert**, you can insert text from other cells.

## Inserting text into cells from other cells

You can insert the text from another cell into a cell. If you then add text to the other cell, Clicker will also add the text to this cell. This can be in addition to any text already in the cell, and you can insert the text from as many cells as you like - so you can build a sentence in a cell by editing the text in others.

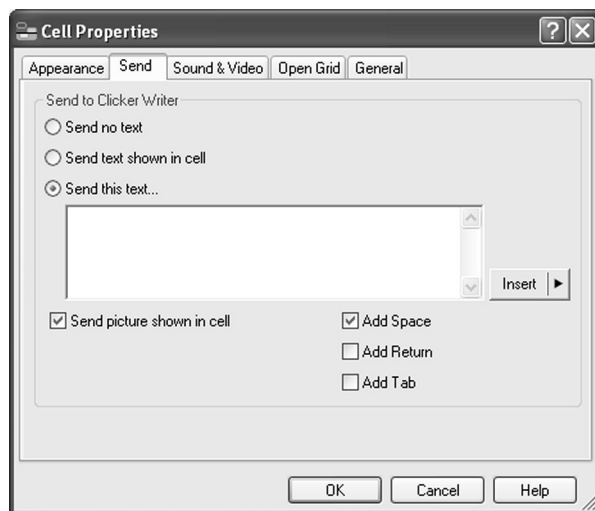
Click **Insert** when changing the cell's appearance, and then select the cell from the menu that contains (or will contain) the text you want to insert into this cell. (Some code then appears in the Cell Properties text box.)

To insert text from an additional cell, click **Insert** again and select another cell from the menu.

## Customizing what a cell sends to Clicker Writer

By default, the text and picture in a cell are sent to Clicker Writer when you click on it, but you can customize exactly what a cell sends to Clicker Writer.

When viewing the Cell Properties, click on the **Send** tab.



**Send no text** - stops the cell sending text to Clicker Writer.

**Send text shown in cell** - sends the text shown in the cell to Clicker Writer.

**Send this text** - sends text different to that shown in the cell. Enter the text you want to send to Clicker Writer in the text box below. Click **Insert** to send text from other cells.

**Send picture shown in cell** - sends the picture shown in the cell.

To add a space, new line, or tab key press after the text/picture is sent to Clicker Writer, check the boxes next to **Add Space/Return/Tab**.

---

**Note:** If you want to send a space by itself, select **Send this text** and enter a space in the box.

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**Tip:** A cell can delete the text in Clicker Writer; set it up to send the text **[delete all]**

---

## Sending text from other cells

You can set up a cell to send the text shown in other cells, or the text that other cells are set up to send (if different from the text shown in the cell). This can be in addition to any text the cell is set up to send. You can insert the text from as many cells as you like - so you can build a sentence in a cell by clicking on other cells.

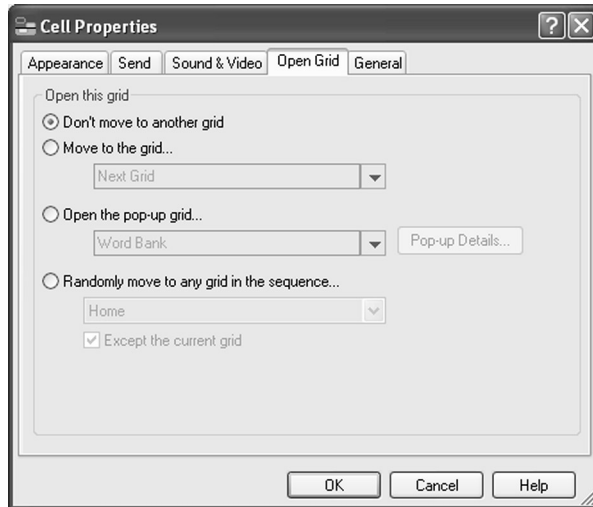
Select **Send this text** when customizing what a cell sends to Clicker Writer and click **Insert**. From the menu that appears, select the other cell, and then select either **Text** (to send the text shown in the cell) or **Text to Send**. (Some code then appears in the Cell Properties text box.)

To insert text from an additional cell, click **Insert** again and select another cell from the menu.

## Using cells to open grids

Cells can open other grids, so you can use them to make your Grid Sets more interactive. As well as using forward and backward arrows to link to other grids in a sequence, you could use them to open activities based on a piece of writing, or link to a completely different sequence.

When viewing the Cell Properties, click on the **Open Grid** tab.



**Move to the grid** - to open another grid when you click on the cell. Click ▼ to select a grid.

**Open the pop-up grid** - opens a pop-up grid. Click ▼ to select a pop-up grid.

**Randomly move to any grid in the sequence** - moves to a random grid. From the drop-down list, select the sequence from which Clicker chooses a random grid. Check the box next to **Except the current grid** to ensure that the random grid chosen is not the current grid.

---

**Note:** For cells on pop-up grids, there is an extra option; 'Hide pop-up'. This is for setting up a cell to close a pop-up grid.

---

## Changing ToolTip text and mouse pointers

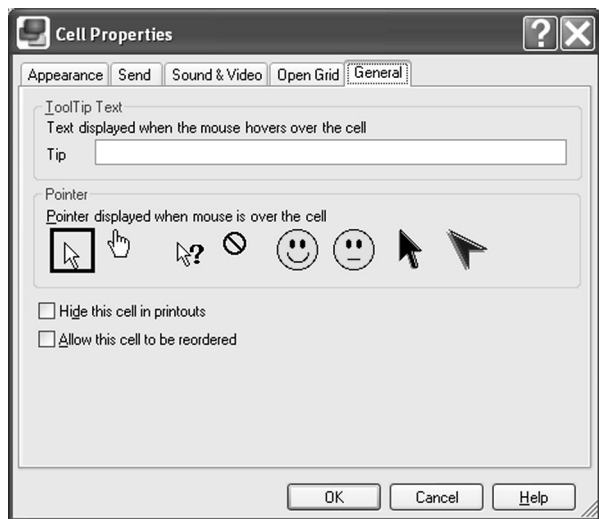
You can:

- Change the mouse pointer shape when over a cell
- Show text next to the mouse pointer when it is over a cell

You can also hide a cell when printing the grid (useful for hiding cells containing icons such as forward/back arrows).

When viewing the Cell Properties, click on the **General** tab.





To have a pop-up 'ToolTip' text label appear when the mouse pointer is over the cell, enter text in the text box next to **Tip**.

---

**Note:** You can change the font and size of the ToolTip text in your User Preferences.

---

To change the mouse pointer shape when over the cell, select one of the mouse pointer shapes under **Pointer**.

If you don't want the cell to appear when you print the grid, check the box next to **Hide this cell in printouts**.

If you want the cell to be reordered when using alphabetical or random cell ordering, check the box next to **Allow this cell to be reordered**. For more information, see **Reordering cells**.

# Using Pictures & Animations

## About picture support

Clicker 5 comes with picture support to make teaching and learning easier. You can write with pictures as well as, or instead of, words and phrases.

You can:

- Add pictures to Clicker Writer and text boxes
- Add pictures to cells
- Use a picture for the grid background (see **Editing Clicker Grids**)

When you click on a cell, its picture can be sent to Clicker Writer. You can also use animations to add life to your Grid Sets.

Use picture libraries to take full advantage of Clicker's picture support. You can view these in the Picture Palette, and they also make Instant Pictures possible.

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**Note:** Clicker 5 accepts picture files with these extensions:

.png .emf .jpg .jpeg .jfif .wmf .tif .tiff .bmp .gif (animations must be animated .gif files)

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## About picture libraries

Picture libraries make it easy to find and add pictures to cells with the Picture Palette. You can also use them to make pictures and animations appear instantly as you type in Clicker Writer, text boxes, or cells.

Clicker 5 comes with the Crick Picture Library 2: a library of hundreds of high-quality pictures to illustrate common words and phrases. You can add your own picture libraries too, by setting up Clicker to recognize a folder on your computer as a picture library.

When you add a picture to a cell from a picture library, it is stored in the Grid Set to make it easy to share your Grid Sets\*.


\*Except when you add a picture from the Crick Picture Library 2, in which case Clicker creates a link to the picture (to keep the file size smaller). All Clicker 5 users have this library, so you can still share grids containing these pictures.

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**Note:** You cannot add pictures to the Crick Picture Library 2.

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## Adding pictures to Clicker Writer

To add a picture or animation to your Clicker Writer Document, click where you want the picture to appear, and then click  **Insert Picture** in the Clicker Writer Toolbar. You can add pictures to text boxes using the same icon in the Text Box Toolbar, or add pictures to either using the **Insert** menu.

You can also use Clicker's Instant Pictures feature: pictures in picture libraries can appear instantly as you type in Clicker Writer or a text box.

## Adding pictures to cells

To add a picture to a cell you can use the Cell Properties, the Picture Palette, or Instant Pictures.

You can also drag pictures into cells from Windows (or Finder on a Mac), or from a web page (as long as the picture does not link to another web page).

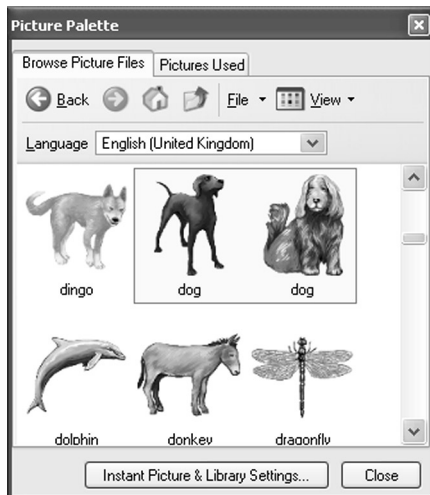
## Using the Picture Palette

The Picture Palette lets you find pictures in your picture library folders and your current Grid Set. You can then drag a picture into a cell from the Picture Palette.


To view the Picture Palette, click  **Pictures** in the Editing Toolbar.



To look in a folder, double-click on it.



You can use the toolbar at the top to move around the folders, in much the same way as in Clicker Explorer.

To change the size of the icons, or to show additional file/folder information, click  **View**.

If a picture library has been translated into different languages, a drop-down list lets you choose the language.

If there is more than one picture with the same name, these are grouped together in a box. If using Instant Pictures, you can change the order in which these are chosen by dragging the pictures within the box.

To view the pictures in your current Grid Set, click on the **Pictures Used** tab.

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**Note:** When using Instant Pictures, pictures you have already used in the Grid Set appear in preference to those in the picture libraries.

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**Tip:** When viewing pictures in the Picture Palette, you can type the first few letters of a picture's name to view it.

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## Dragging pictures into cells

To drag a picture into a cell from the Picture Palette, Windows, or a web page:

1. Click on the picture and hold down the mouse button.
2. Drag the mouse pointer to the cell where you want the picture.
3. Release the mouse button.

If there is no text in the cell, the name of the picture also appears in the cell. To prevent the picture name appearing, hold down the **Shift** key when dragging.

If there is text in the cell and you want to change it to the picture name, hold down the **Alt** key (Mac: **Option (Alt)** key).

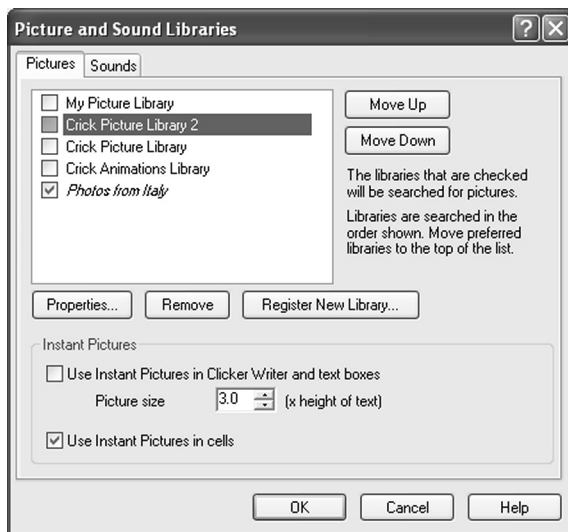
## Using Instant Pictures

Instant Pictures can appear when you type a word or phrase that matches the name of a picture in your picture libraries.

They can appear in Clicker Writer, text boxes, or cells. For example, enter the word **cat** in Clicker Writer, a text box, or a cell and a picture of a cat can appear above the word.

## Changing Instant Picture and picture library settings

To view Instant Picture and picture library settings, click **Instant Picture & Library Settings** on the Picture Palette.



Libraries can be permanent (these always appear in the Picture Palette) or temporary (only appear in the Picture Palette when viewing the current Grid Set). Temporary libraries are listed in *italics*.

Check the box next to a picture library to use it for Instant Pictures in the current Grid Set.

The libraries are searched for Instant Pictures in the order shown. To move a library up or down in the list, select a library and click **Move Up** or **Move Down**.

To view or change a picture library's properties, select it and click **Properties**. To remove it from the list, click **Remove** (this does not remove the folder or pictures from your computer).

To set up a folder as a picture library, click **Register New Library**.

**Use Instant Pictures in Clicker Writer and text boxes** - check this box if you want pictures to appear as you write in Clicker Writer or text boxes. Increase or decrease the number next to **Picture Size** to change the size of the pictures.

**Use Instant Pictures in cells** - check this box if you want pictures to appear in cells when you enter text into them.

---

**Note:** You can set up a picture library to be searched by default when viewing the picture library properties. Also note that when using Instant Pictures, pictures you have already used in the Grid Set appear in preference to those in the picture libraries.

---

## Changing an Instant Picture in Clicker Writer



To change an Instant Picture, double-click on it, or select it and press the **F12** key (Mac: **F1** key) on your keyboard. Clicker then searches your picture libraries for any further matching pictures and changes the picture if it finds an alternative.

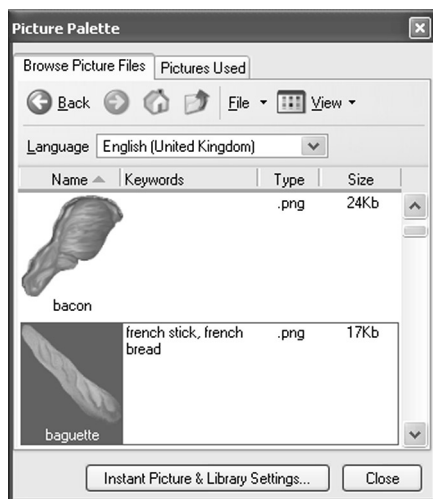
## Removing an Instant Picture in Clicker Writer

To remove an Instant Picture, click on it to select it, and then press the **Delete** key on your keyboard.

## Adding additional words for Instant Pictures

If the picture's filename matches what you type, it appears when using Instant Pictures. To add alternative words that will make the picture appear:

1. Click  **Pictures** on the Editing Toolbar to open the Picture Palette.
2. Click  **View** and select **Large Details** or **Small Details**.
3. Enter keywords next to the picture, separating each with commas or a new line.



## Using picture libraries

To set up a folder as a picture library, click **Register New Library** in the Instant Picture & Library Settings. Follow the on-screen instructions.

## Changing picture library properties

To change a picture library's properties, select it in the Instant Picture & Library Settings and click **Properties**.



**Library Name** – type a name into the box to change it.

**Folder** – to change the folder, select **Change Folder**.

**Languages** – if a picture library is available in different languages, these are listed here. To translate a picture library, click **Add Language** and then translate the picture library into that language. To delete a picture library language, select a language and then click **Delete Language**. To set the default language for the picture library, select a language and then click **Set Default Language**.


**Embed pictures/sounds from this library in Grid Sets** – check this option if you are sharing your resources. Unchecking this option makes the file size smaller, but if sharing the Grid Set, pictures only appear on computers with this picture library.

**Always use this library for Instant Pictures** – check this option if you want the picture library to be searched by default when using Instant Pictures. You can still stop using the library for Instant Pictures in the Instant Picture & Library Settings.

## Translating a picture library

The Crick Picture Library 2 is translated into US and UK English; you can switch between translations using the drop-down list on the Picture Palette. You can translate a picture library into any language you like.

To translate a picture library, first set up the picture library for the language you want:

1. Click  **Pictures** on the Editing Toolbar to open the Picture Palette.
2. Click **Instant Picture & Library Settings** to view picture library settings.
3. From the list, select the library you want to translate, and click **Properties** to view the picture library properties.

#### 4. Click **Add Language**.

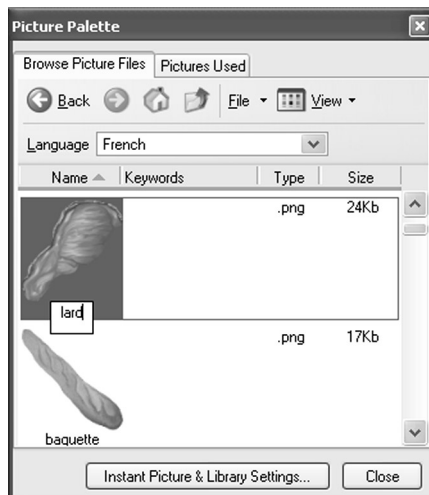


5. Select the language you want from the drop-down list. If the language you want is not in the list, check the box next to **View full list**. You can also select whether the initial picture names are based on the pictures' filenames, or on the picture names in an existing translation.

When you click **Add Language**, the language is added to the list of translations in the picture library properties and to a drop-down list on the Picture Palette.

To translate the picture library into the language you have set up:

1. On the Picture Palette, find and open the picture library.
2. Select the language from the drop-down list.
3. You can now rename the folders and pictures in the Picture Palette. The names will only change for the language you have selected. To rename a picture or folder, right-click (Mac: Ctrl-click) on it and select **Rename**.



You can also rename a picture by selecting it and either pressing the **F2** key, or by selecting **Rename** from the **File** menu on the Picture Palette.

**Tip:** If you are renaming many pictures, use the **Tab** key to move between them.



You can also hide a picture. You might want to do this if a picture is only appropriate for a particular language (for example, a picture of a British policeman).

To hide a picture, right-click (Mac: Ctrl-click) on it in the Picture Palette and select **Hide** (or select a picture and then select **Hide** from the **File** menu on the Picture Palette).

The next time you open the folder that contains that picture in the Picture Palette, the picture will not appear.

To show hidden pictures, click ▼ next to  **View** in the Picture Palette and select **Show Hidden Items**.

## Using animations

You can use animations in cells or in Clicker Writer. The Clicker Animations CD-ROM (available separately) contains many animations to illustrate verbs, concepts, and emotions.

If you add an animation to a cell, it shows the first frame. The animation starts whenever the cell has been set up to speak. Usually a cell is set up to speak when you right-click (Mac: Ctrl-click) on it, so you can right-click (Mac: Ctrl-click) on a cell to start the animation.

If you click on an animation to send it to Clicker Writer, it animates in Clicker Writer.

---

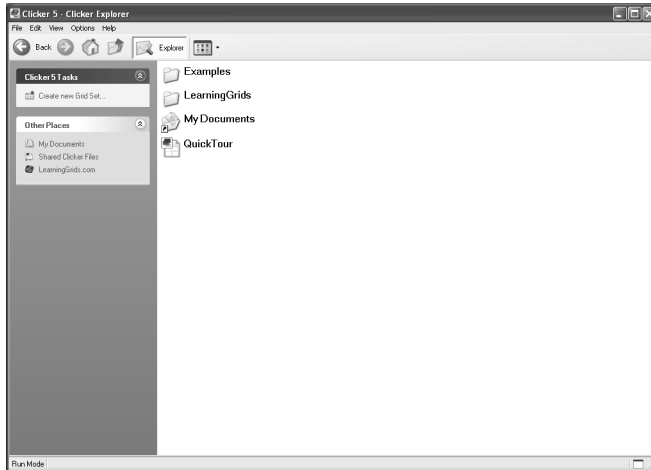
**Note:** Animations must be animated .gif files.

---

# Using Clicker Explorer

## Finding your Grid Sets

Clicker Explorer makes it easy to find your Grid Sets. To view Clicker Explorer, click  **Explorer** in the Grid Toolbar.



In Run Mode, Clicker Explorer shows your Clicker folders and Grid Sets. Double-click on a folder to view its contents, or double-click on a Grid Set to open it.


In Edit Mode, double-click on a Grid Set to view all the grids in the Grid Set.

---

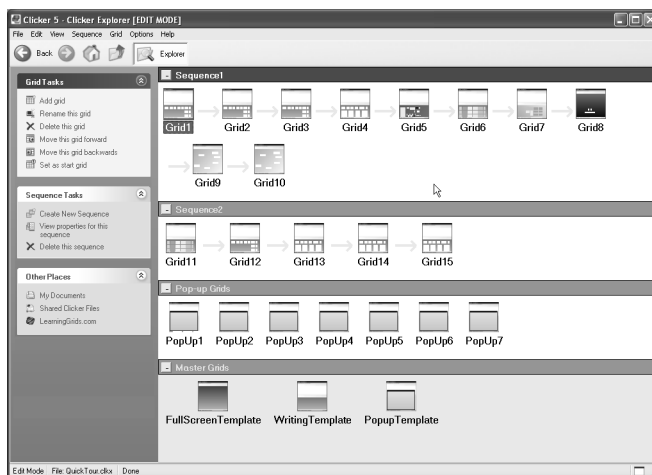
**Note:** To view Clicker Explorer when the Grid Toolbar is hidden, open the **View** menu and select **Clicker Explorer**.

---

## Viewing all the grids in a Grid Set

In Edit Mode, when you click  **Explorer** in the Editing Toolbar or the Grid Toolbar, Clicker Explorer shows all the grids in your Grid Set (Clicker Explorer's 'Sequence View'). Double-click on a grid to open it.

In Run Mode, you can Shift-click on  **Explorer** to view the grids in your Grid Set.



**Sequence 1** - these are the main grids in your Grid Set.

**Sequence2** - this is a separate sequence of grids within the Grid Set. You can add more sequences if you like.

**Pop-up Grids** - these are pop-up grids in your Grid Set.

**Master Grids** - these are the Master Grids for the current Grid Set. To edit a Master Grid, double-click on it. Any changes you make are then made to all pages that use that Master Grid.

Your grids do not have to be numbered (as in Clicker 4). You can simply drag grids to move them into different positions in a sequence.

## Moving/copying grids

To move or copy a grid when viewing all the grids in a Grid Set in Clicker Explorer, drag it into position (holding the **Ctrl** key (Mac: **Command (Apple)** key) if you want to copy it):

1. Click on the grid you want to move and hold down the mouse button.
2. Drag the mouse pointer to the position where you want to move the grid.
3. If you want to create a copy of the grid rather than move it, hold down the **Ctrl** key (Mac: **Command (Apple)** key) on your keyboard.
4. Release the mouse button (and the **Ctrl/Command (Apple)** key).

To copy a grid between Grid Sets, you can open two copies of Clicker 5 and drag a grid from one Grid Set to another.

## Using the Clicker Explorer Toolbar

The toolbar at the top of Clicker Explorer helps you find your folders and Grid Sets:



**Back** and **Forward** - move between folders and Grid Sets you've viewed.

**Home** - closes Clicker Explorer and shows your Home Grid (if you have one).

**Up** - goes up a level in your folders' hierarchy.

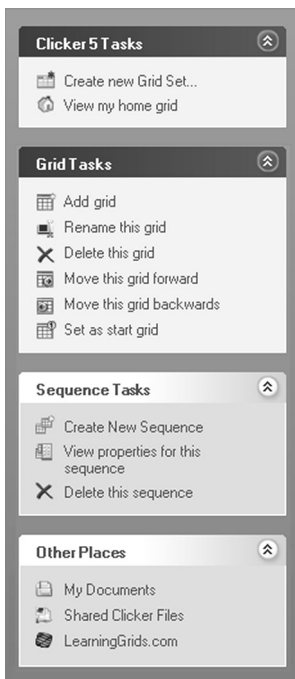
**Explorer** - closes Clicker Explorer and shows the grid you were previously viewing.

**View** - changes between large and small icons (not available when viewing the grids in your Grid Set).

If you're viewing the grids in your Grid Set, click **Up** to view the contents of the folder.

## Using the Clicker Explorer Task Panels

The Task Panels to the left of Clicker Explorer make it easy to edit your Grid Sets. The choices available vary depending on what is selected.



**Clicker 5 Tasks** - create a new Grid Set; or view your Home Grid.

**Grid Tasks** - add a new grid; or select a grid and then rename it; delete it; move it forwards or backwards in a sequence; or make it the start grid (the first grid you see when you start the Grid Set).

**Sequence Tasks** - add a new sequence; or select a sequence and view its properties; or delete it.

**Other Places** - view the contents of your My Documents folder (Mac: Documents folder) or your shared Clicker Files folder; or search for and run resources on the LearningGrids website. If you have registered for a Community LearningGrids site, you can access it from here.

## Using LearningGrids

LearningGrids.com is a website containing free resources for Clicker and other Crick Software titles.

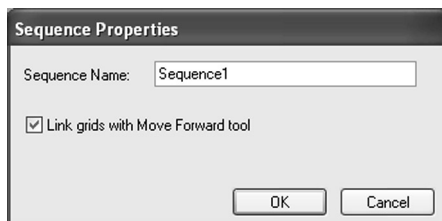
To use LearningGrids within Clicker, simply click **LearningGrids.com** in the Clicker Explorer Task Panel. The first time you visit LearningGrids within Clicker, you're asked to register Clicker 5 and register for LearningGrids, if you have not already done so.

When you have registered, you can browse or search for free materials in many curriculum areas, and run Clicker Grid Sets straight from the website.

Visit LearningGrids regularly to see the new resources that are added every two weeks. This also keeps you informed of our free Clicker 5 updates.

## Changing sequence properties

When you click **View properties for this sequence** in the Clicker Explorer Task Panel, the Sequence Properties let you rename the sequence.



To disable the  **Forward** tool in the Grid Toolbar when viewing grids in the sequence, uncheck the box next to **Link grids with Move Forward tool**.

## Using Master Grids

The Master Grids for your Grid Set are at the bottom of the screen when viewing all the grids in a Grid Set. If you create many grids from the same Master Grid, then any changes you make to the Master Grid are also made to the grids. This is a useful way to change many grids at once, for example if you want to change the background color of all your grids, or add the same cell to many grids.

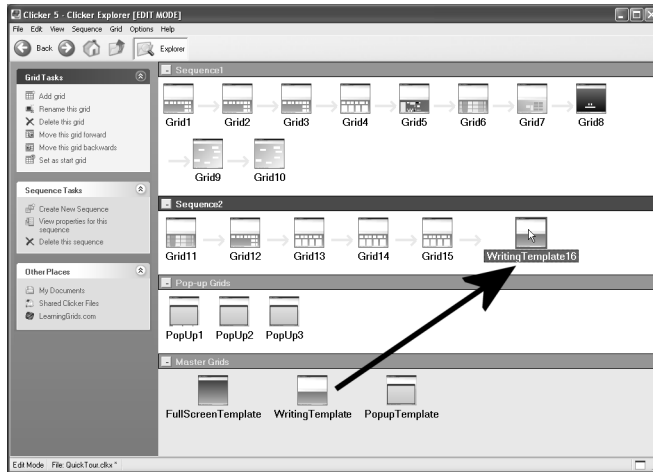
---

**Note:** A Grid Set may contain Master Grids that are not used, but from which you may want to create grids.

---

## Creating a grid from a Master Grid

To create a grid from a Master Grid when viewing all the grids in a Grid Set, simply drag a Master Grid to a sequence:



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**Note:** If a Master Grid is a pop-up grid, simply drag it to the **Pop-up Grids** area.

---

## Editing Master Grids

To edit a Master Grid, double-click on it in Clicker Explorer. The Master Grid then opens with a red line around it, and you can edit it in the same way you edit any grid. Any grids created from the Master Grid are then automatically updated.

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**Note:** If you edit a grid and change features from its Master Grid, editing the Master Grid will no longer change these features in the grid.

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# Using Pop-up Grids

## About pop-up grids

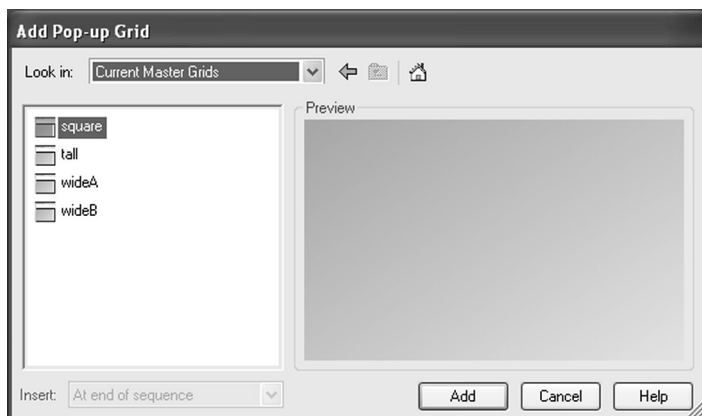
You can add pop-up grids that appear on top of the grid that you're looking at, and set up a cell to open that pop-up grid. You can then click on a cell in the pop-up grid to send text and pictures to Clicker Writer, or to another cell, or to a text box.

Cells in pop-up grids can also do anything that cells in ordinary grids do - so they can also play sound or video, open grids, or even open another pop-up grid.

## Adding a pop-up grid to a Grid Set

You can add a pop-up grid to a Grid Set in Clicker Explorer:

1. View all the grids in your Grid Set.
2. Open the **Grid** menu and select **Add Pop-up Grid**.



This shows all pop-up grids in your current Master Grids. To choose a pop-up grid in another Grid Set, select **Browse** from the drop-down list at the top and find the Grid Set that contains the pop-up grid you want to add, then select it and click **Open**.

3. Select a pop-up grid and click **Add**.

---

**Tip:** To copy a pop-up grid between Grid Sets, you can open two copies of Clicker 5, view all the grids in each Grid Set, and drag a pop-up grid from one Grid Set to another.

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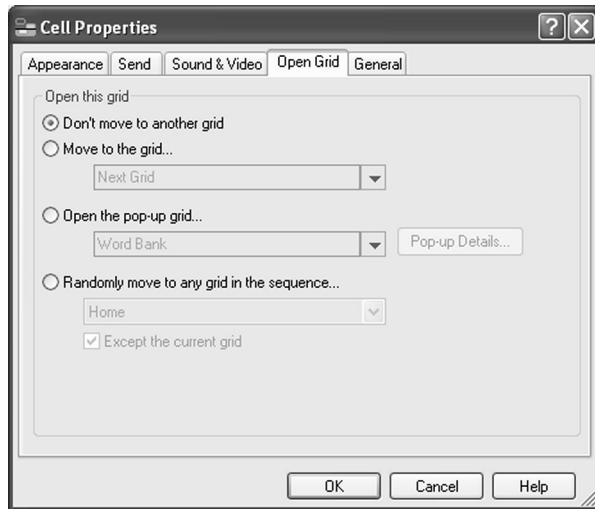
**Note:** You can also add a pop-up grid from another Grid Set; see **Setting up a cell to open a pop-up grid**.

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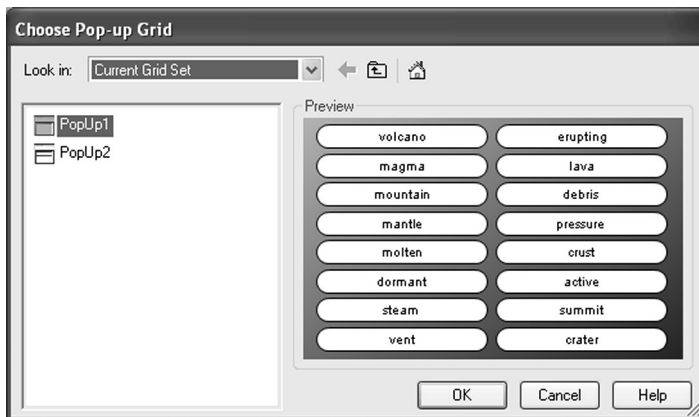
## Setting up a cell to open a pop-up grid

To set up a cell to open a pop-up grid:

1. Open the Cell Properties.
2. Click on the **Open Grid** tab.



3. Select **Open the pop-up grid**.
4. Click ▼ and select a pop-up grid. You can choose a Pop-up Word Bank, Keyboard, Numeric Keyboard, Spellchecker, Sound Recorder, or Print Window. To open any other pop-up grid, select **Choose Pop-up Grid** from the menu.



This shows the pop-up grids in the current Grid Set. To choose a pop-up grid in another Grid Set, select **Browse** from the drop-down list at the top and find the Grid Set that contains the pop-up grid you want to open, then select it and click **Open**.

5. Select a pop-up grid and click **OK**.

When linking to a pop-up grid in another Grid Set, you are asked if you want to make a copy of the pop-up grid in the current Grid Set. If you do not copy it into the current Grid Set, your Grid Set must be saved beforehand for other computers to use it. If the Grid Set is not saved beforehand, the link will only work on your computer.

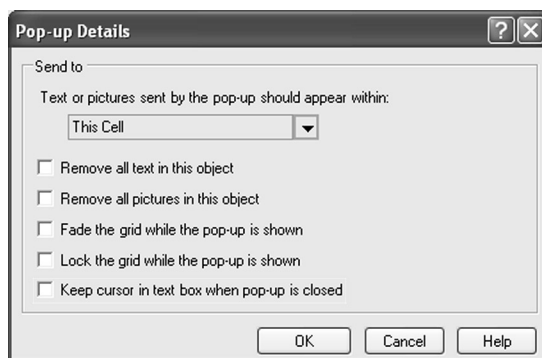
To choose where the pop-up grid sends text/pictures, change the pop-up grid details.

**Note:** You can create your own pop-up word banks, keyboards, and numeric keyboards, and change your User Preferences so the cell shows these pop-ups.



## Changing pop-up grid details

To customize a pop-up grid, select **Pop-up Details** on the **Open Grid** tab of the Cell Properties.



**Text or pictures sent by the pop-up should appear within** - click ▼ to choose where the pop-up sends text/pictures. For example, **This Cell** sends to the cell you clicked on to open the pop-up grid. If using many pop-up grids to send to the same place, **Last sending location** sends wherever the first pop-up grid sent.

**Remove all text in this object** - text sent from a pop-up is added to the end of any existing text, unless you check this box.

**Remove all pictures in this object** - if the pop-up sends text or pictures to a cell, check this box to remove any picture in the cell.

**Fade the grid while the pop-up is shown** - check the box to gray out the cells in the main grid when the pop-up is open.

**Lock the grid while the pop-up is shown** - check the box to deactivate the cells in the main grid when the pop-up is open.

**Keep cursor in text box when pop-up is closed** - if the pop-up sends text to a text box, check this box to keep the cursor in the text box when you have finished using the pop-up, so you can add more text.

---

**Note:** The spellchecker details, sound recorder details and print window details have different settings.

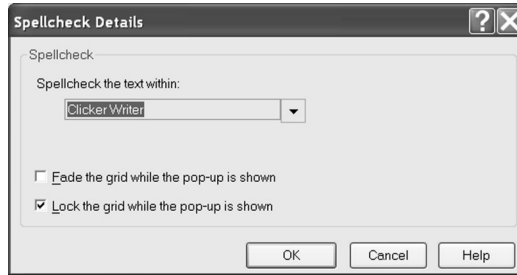
---

**Tip:** An individual cell can remove the text from the destination cell or text box; set up the cell to send the text **[delete all]**

---

## Changing spellchecker details

If you are setting up a cell to use the pop-up spellchecker, select **Pop-up Details** on the **Open Grid** tab of the Cell Properties to choose where to check spelling. You can check spelling in Clicker Writer, or in a text box.




---

**Note:** If changing pop-up sound recorder details, see **Recording sound**. If changing pop-up print window details, see **Setting up a cell to print**.

---

## Changing the appearance of pop-up grids

You can change the Grid Properties for a pop-up grid in much the same way as for normal grids - simply open the pop-up grid and click  **Grid** in the Editing Toolbar to show the Grid Properties.

The Grid Properties let you:

- Change the grid background
- Add sounds or videos when the pop-up grid opens or closes
- Change automatic cell spacing
- Omit the grid when printing all the grids in a Grid Set

You can also change the amount of 'work space' within a pop-up grid, to change the size and shape of cells and text boxes in it.

## Positioning and resizing pop-up grids

If you position or resize a pop-up grid in Edit Mode, the size and position of the pop-up grid are remembered. The next time you click on the cell, the pop-up grid will appear at the same size and position.

To position or resize a pop-up grid, first click on the cell that opens the pop-up grid. If more than one cell opens the same pop-up grid, the pop-up grid can have a different position and size depending on which cell you click on.

To position the pop-up grid, drag the bar at the top of the pop-up grid:

1. Click on the bar at the top of the pop-up grid and hold down the mouse button.
2. Drag the mouse pointer (the pop-up grid moves with it).
3. Release the mouse button.

To resize the pop-up grid, simply drag one of the edges or corners (Mac: bottom right corner):


1. Move the mouse pointer to one of the edges or corners (Mac: bottom-right corner) of the pop-up grid.
2. Click and hold down the mouse button.
3. Drag the mouse pointer (the pop-up grid resizes as you move your mouse pointer).
4. Release the mouse button.

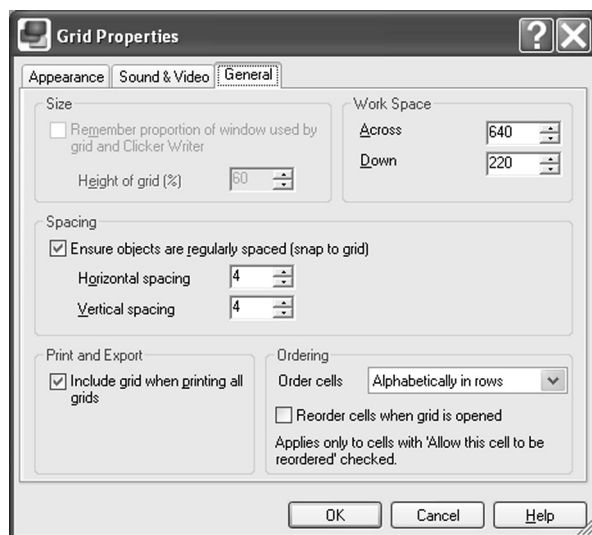
If more than one cell opens the pop-up grid and you want to position/resize the pop-up grid when it is opened from other cells, click on each cell and position and resize the pop-up grid as above.


## Changing the pop-up work space

When you resize a pop-up grid, the 'work space' within it resizes as well. This resizes any cells and text boxes in the pop-up grid, and means that any cells or text boxes you add may be a different shape or size. Text in text boxes may also appear larger or smaller.

You can change the amount of work space you have within the pop-up grid, to change the size and shape of cells and text boxes in it (and any cells and text boxes you add in the future):

1. Open the pop-up grid.
2. Click  **Grid** on the Editing Toolbar to open the Grid Properties.
3. Click on the **General** tab.



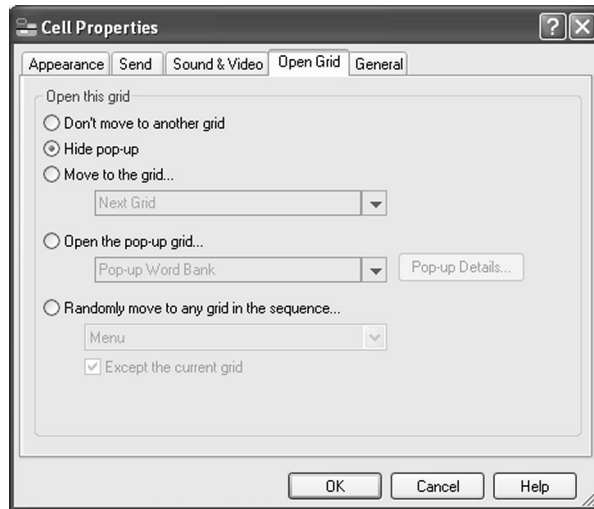
To change the work space, click on the  arrows to increase or decrease the number next to **Across** and **Down**, or enter numbers into the boxes. For example, if you increase the work space across and down, cells and text boxes on the pop-up grid will appear smaller; or if you increase the amount of work space across but do not change the amount of work space down, cells and text boxes will appear thinner.

## Setting up a cell to close a pop-up grid

You can set up a cell on a pop-up grid to close the pop-up, so a specific cell closes the pop-up grid, or so that cells close the pop-up after they send text/pictures.

To set up a cell on a pop-up grid to close the pop-up:

1. Open the Cell Properties.
2. Click on the **Open Grid** tab.



3. Select **Hide pop-up**.

---

**Note:** This option is only available for cells on pop-up grids.

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## Creating pop-up word banks and keyboards

When you click **Pop-up Word Bank** or **Pop-up Keyboard** in the Grid Toolbar, or click on a cell set up to open a pop-up word bank, keyboard, or numeric keyboard, Clicker can open a different pop-up word bank or keyboard.

To create a different pop-up word bank, keyboard, or numeric keyboard, open the current pop-up and make changes to it. Then open the **File** menu and select **Save Word Bank As** or **Save Keyboard As**.

Save word banks in your Word Banks folder, keyboards in your Keyboards folder, and numeric keyboards in your Numeric Keyboards folder.


If the word bank is for your personal use, save it in your My Documents folder (Mac: Documents folder).

Then change your preferred pop-up word bank in your User Preferences.

# Using Sound & Video

## About sound & video

By default, Clicker Writer speaks sentences and highlights the words as it speaks. It can also speak letters or words as they're written, or speak words when you click on them.

You can also select some text and click  **Speak Text** in the Clicker Writer Toolbar to hear it. You can change the voice used for speech.

Cells can make sounds, including speech, when you click on them with the left or right mouse button (Mac: click or Ctrl-click). By default, you hear the text spoken in a simple cell when you right-click (Mac: Ctrl-click) on it, but there are many more options. If you're using full-screen grids, using sound for the left-hand mouse button is a great way to teach languages.

You can also add video to cells, to add life to your talking books and presentations. You can use sound libraries to add sounds to cells.

---

**Note:** Clicker 5 accepts sound and video files with these extensions:

Sound files: .mp3 .mp2 .mpa .wav .aif .aiff .aifc .wma .au .snd .mid .midi

Video files: .mpeg .mpg .mpe .m1v .mpv2 .mp2v .mpa .avi .asf .wmv .vwx .ivf

---

If a file with one of these extensions does not work in Clicker, it may use compression that Clicker does not support.

## About sound libraries

Sound libraries make it easy to find and add sounds to cells with the Sound & Video Palette. If you register a folder on your computer as a sound library, you can then find and drag sound files into cells from your computer using the Sound & Video Palette.

## Adding a sound or video file to a cell

To add a sound or video file to a cell you can:

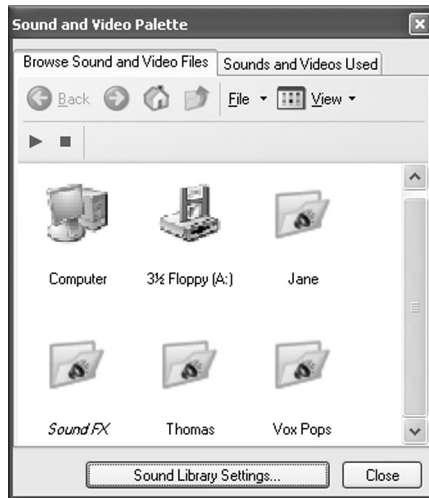
- Use the Sound & Video Palette
- Use the Cell Properties
- Drag a sound or video file into a cell from Windows (or Finder on a Mac)

You can also record your own sounds within Clicker.




## Using the Sound & Video Palette

The Sound & Video Palette lets you find sound files in your sound library folders and your current Grid Set. You can then drag a sound file into a cell from the Sound & Video Palette.

To view the Sound & Video Palette, click  **Sounds** in the Editing Toolbar.



To look in a folder, double-click on it. To view the sounds and videos in your current Grid Set, click on the **Sounds and Videos Used** tab.

You can use the toolbar at the top to move around the folders, in much the same way as in Clicker Explorer. To change the size of the icons, or to show additional file/folder information, click  **View**. To play a sound or video file, select it and click  **Play**. To stop it, click  **Stop**.

---

Note: The Sound & Video Palette may also let you find sound and video files anywhere on your computer (depending on who is logged in to the computer).

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## Dragging a sound or video file into a cell

To drag a sound or video file into a cell from the Sound & Video Palette or Windows (or Finder on a Mac), so that it plays when you click on the cell:

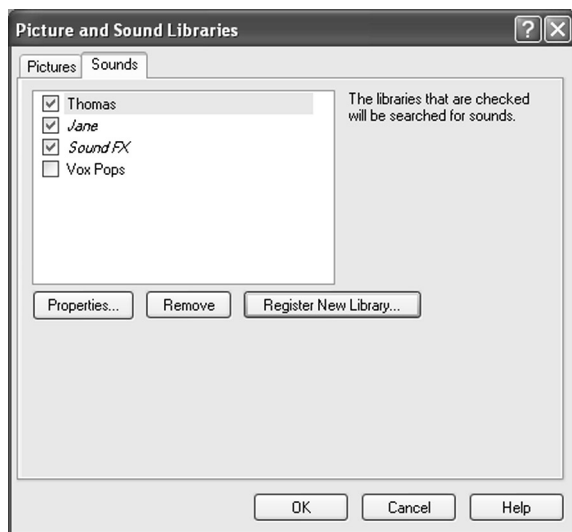
1. Click on the sound or video file and hold down the mouse button.
2. Drag the mouse pointer to the cell where you want the sound or video.
3. Release the mouse button.

A cell can play different sound/video files when you left-click or right-click (Mac: Ctrl-click) on it. If you want the sound or video to play when you right-click (Mac: Ctrl-click) on the cell, hold down the **Alt** key (Mac: **Option (Alt)** key) when dragging.

## Using sound libraries

To change sound library settings, click **Sound Library Settings** on the Sound & Video Palette.

Libraries can be permanent (these always appear in the Sound & Video Palette) or temporary (only appear in the Sound & Video palette when viewing the current Grid Set). Temporary libraries are listed in *italics*.



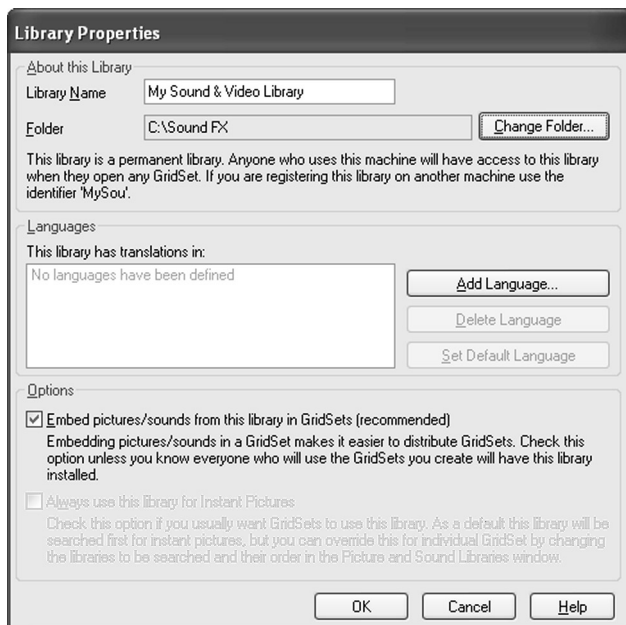
From the Sound Library Settings you can register a sound library, or change a sound library's properties. To remove it from the list, select it and click **Remove**.

## Registering a sound library

To set up a folder as a sound library, click **Register New Library** when viewing Sound Library Settings, and follow the on-screen instructions.

## Changing a sound library's properties

Select a sound library in the Sound Library Settings and click **Properties**.



**Library Name** – type a name into the box to change it.

**Folder** – to change the folder, select **Change Folder**.

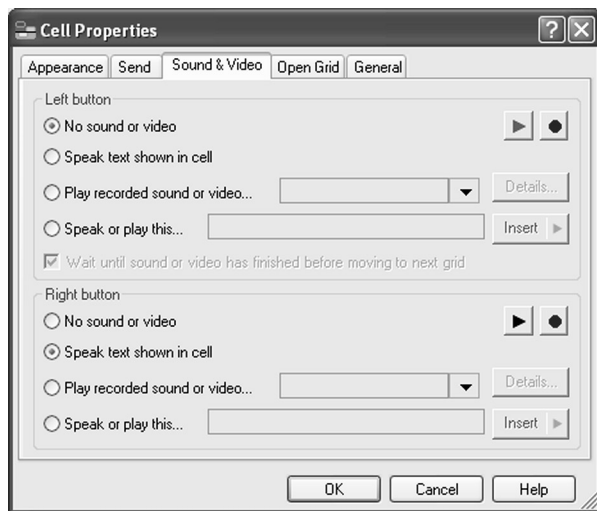
**Languages** – if a sound library is available in different languages, these are listed here. To translate a sound library, click **Add Language** and then translate the sound library into that language in the same way you would translate a picture library. To delete a sound library language, select a language and then click **Delete Language**. To set the default language for the sound library, select a language and then click **Set Default Language**.

**Embed pictures/sounds from this library in Grid Sets** – check this option if you're sharing your resources. Unchecking this option makes the file size smaller, but if sharing the Grid Set, sounds and videos only play on computers with this sound library.

## Changing a cell's Sound & Video Properties

To change a cell's Sound & Video Properties:

1. Open the Cell Properties.
2. Click on the **Sound & Video** tab.



The options at the top are for the reaction when you click on the cell, and the options underneath are for clicking on the cell with the right-hand mouse button (Mac: Ctrl-click).

**Speak text shown in cell** - speaks the cell's text using Clicker's speech engine.

**Play recorded sound or video** - plays a sound file or video clip. Click ▼ and select a sound or video file. A menu lists any matching sounds in your sound libraries. Select **Browse** to find and select a sound or video file. If playing a video, click **Details** to choose the position and shape of the video. To record your own sound, click ● **Record**.

**Speak or play this** – speaks text different from the cell's text; plays speech/sound/video from other cells; and speaks text in Clicker Writer. Type the words to be spoken in the box to the right. Click **Insert** to speak text from a text box, another cell or Clicker Writer, or play the sound or video in another cell. This can be in addition to any text you add to **Speak or play this**. Click **Insert** again to add more speech/sounds/videos from other cells.



To try the sound or video, click ► **Play**.

If the cell is set up to open another grid, check the box next to **Wait until sound or video has finished before moving to next grid** to play the sound or video before opening the next grid.

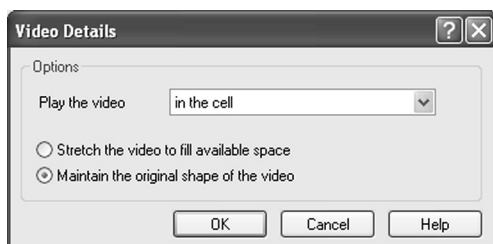
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**Tip:** You can also drag a sound or video file onto a cell. The sound or video then plays when you click on the cell. Hold down the **Alt** key (Mac: **Option (Alt)** key) when you drag the file onto the cell if you want to play it when you right-click (Mac: **Ctrl-click**) on the cell.

---

## Changing the position and shape of a video

To change where a video plays, click **Details** on the cell's Sound & Video Properties.



From the drop-down list, select the position for the video:

- In the cell**
- Scaled to half the size of the grid**
- Scaled to the grid**
- Filling the screen**

Select either to keep the video's original shape, or to stretch it to fill the area you selected from the drop-down list.

## Controlling video

To start a video, click (or right-click) on the cell that contains the video. To stop a video, click on the cell that contains the video, or press the **Esc** key on your keyboard. To pause a video in a cell (or resume when paused), right-click (Mac: **Ctrl-click**) on it.

You can also set up cells to control a video in another cell: see **Using cells to activate cells/speak text**.

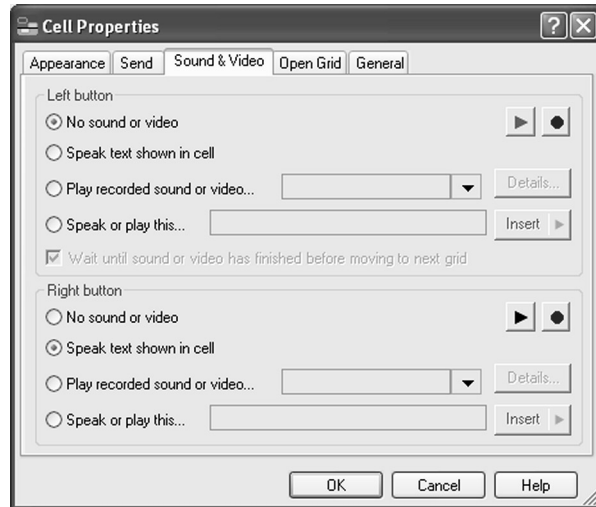
## Recording sound

To record sound into a cell, such as your own voice, you can either:

- Record sound directly into a cell, so that you hear it when you click or right-click (Mac: **Ctrl-click**) on the cell.
- Use the pop-up sound recorder to record sound into another cell.

To record sound directly into a cell:

1. Open the cell's Sound & Video Properties.



2. Select **Play recorded sound or video**.
3. Click **Record** and speak into your microphone. The icon then changes to **Stop** and there is an indicator to show you are recording.
4. Click **Stop** when you've finished.



Note: To record sound, you need a microphone connected to your computer. Also note that you can record sounds for when the grid opens or closes in a similar way, using the Grid Properties.



## Using the pop-up sound recorder



If you set up a cell to open the pop-up sound recorder, you can record sound for another cell without using the Cell Properties.



This makes it easy for anyone to record sound, for example when making a talking book.

You simply click on a cell, such as the cell containing the  icon here, to open the pop-up sound recorder; use it to record your sound; and then click on another cell, such as the  icon here, to hear what you've recorded.

To start recording, click  **Record**. The icon then changes to  **Stop** and there is an indicator to show that you are recording.

To stop recording, click  **Stop**. To close the pop-up sound recorder, click  **Close**.

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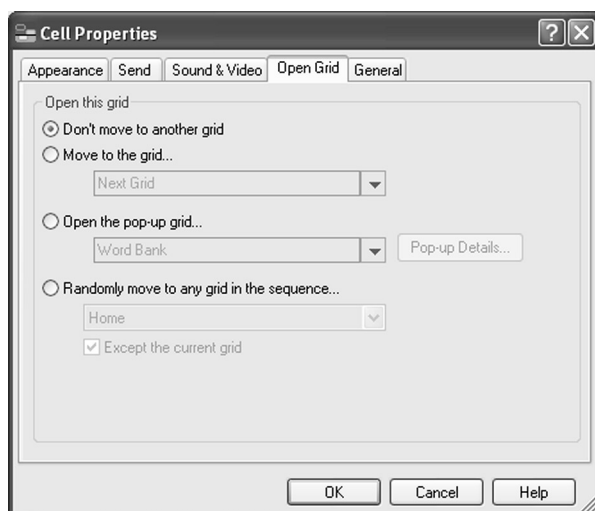
Note: The pop-up sound recorder is switch accessible, so switch users can record sound.

---

## Setting up a cell to use the pop-up sound recorder

To set up a cell to use the pop-up sound recorder:

1. Open the Cell Properties for the cell that will open the pop-up sound recorder.
2. Click on the **Open Grid** tab:



3. Select **Open the pop-up grid**.
4. Click ▼ and select **Pop-up Sound Recorder**.
5. Click **Pop-up Details**.



- Click ▼ and select the cell you want to play the recorded sound.

**Fade the grid while the pop-up is shown** - check the box to gray out the cells in the main grid when the pop-up is open.

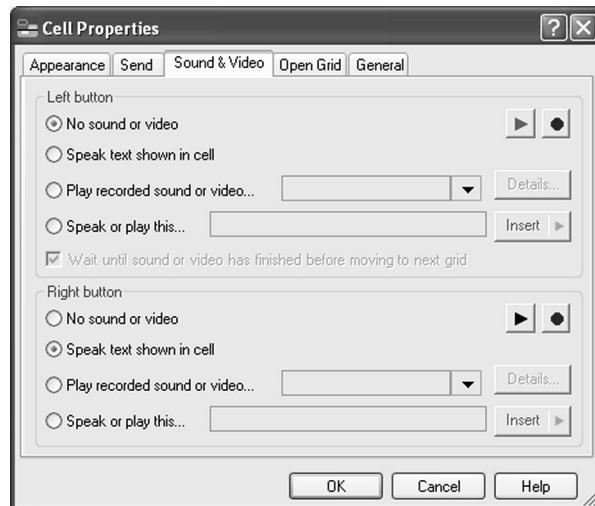
**Lock the grid while the pop-up is shown** - check the box to deactivate the cells in the main grid when the pop-up is open.

## Using cells to activate cells/speak text

You can set up a cell to speak the text in another cell, text box, or Clicker Writer; or play the sound/video in another cell.

To set up a cell to play the sound or video or speak the text in another cell/text box/Clicker Writer:

- Open the cell's Sound & Video Properties.




- Select **Speak or play this**.
- Click **Insert** and select **Cells; Text Boxes; or Clicker Writer**.
- From the menu (if a cell or text box), select the cell or text box that contains the text, sound, or video.
- From the menu (if a cell), select **Left/Right Sound or Video** (Mac: **Click/Ctrl-click Sound or Video**); or (if a text box or Clicker Writer) select the text you want spoken.

Some code then appears in the Cell Properties text box. You can add as many sounds or videos from other cells as you like - to add another, click **Insert** again and select the next sound or video to play.

## Playing sound/video when a grid opens/closes

You can hear speech or a recorded sound, or play a video, when a grid opens or closes:

1. Click  **Grid** on the Editing Toolbar to show the Grid Properties.
2. Click on the **Sound & Video** tab:



The options are similar to a cell's Sound & Video Properties. Those at the top are for when the grid opens, and the options underneath are for when the grid closes.

**Play recorded sound or video** - plays a sound file or video clip. Click ▼ and select a file, or click ● **Record** to record your own sound. If playing a video, click **Details** to choose the position and shape of the video.

**Speak or play this** - speaks text or plays speech/sound/video from a cell. Type the words to be spoken in the box to the right. Click **Insert** to speak text from a text box or another cell, or play the sound or video in another cell. This can be in addition to any text you add to **Speak or play this**. Click **Insert** again to add more speech/sounds/videos from other cells.

To try the sound or video, click ► **Play**.

To finish playing the sound or video before opening the next grid, check the box next to **Wait until sound or video has finished playing before moving to next grid**.

## Highlighting text with real speech

To make Clicker speak and highlight sentences with real speech, you can insert a 'tagged' MP3 sound file into a text box or Clicker Writer. This puts the text to be spoken into Clicker; speaks it with real speech; and highlights the words when spoken.


To insert a tagged sound file:

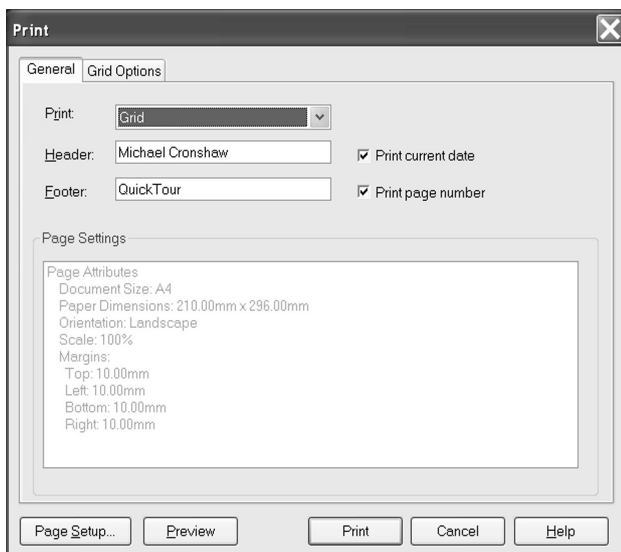
1. Click in the text box or Clicker Writer where you want to insert the text.
2. Open the **Insert** menu and select **Sound**.
3. Select a tagged MP3 sound file from your computer.

The text contained in the tagged MP3 file is then put into the text box/Clicker Writer.

# Printing

## Printing your documents and grids

You can print Clicker Writer Documents, grids, whole grid sequences, or Grid Sets. To print any of these, click  **Print** on the Clicker Writer Toolbar, or open the **File** menu and select **Print**.



Select what you want to print from the drop-down list.

To print a header or footer at the top or bottom of the page(s), enter the text for these in the text boxes. Check the boxes to print the current date/page number in the header/footer.

To change any of the page settings, click **Page Setup**.

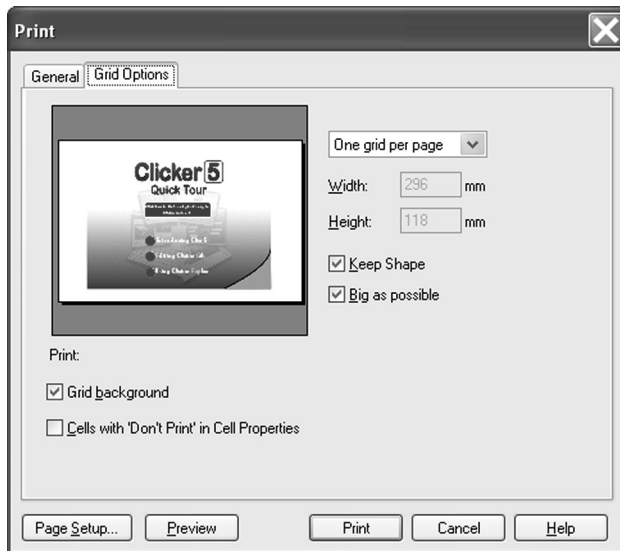
If you are printing a grid, click on the **Grid Options** tab for further options.

## Printing selected grids and pop-up grids

To print pop-up grids or only a few selected grids, go to Clicker Explorer, hold down the **Ctrl** key (Mac: Shift or Command/Apple key) and click on the grids you want to print. Then open the **File** menu and select **Print**.

## Changing grid printing options

The grid printing options let you specify how you want grids to be printed. The options available depend on what you have chosen to print.



If you are printing all grids in a sequence or Grid Set, select how many grids are printed per page from the drop-down list.

**Keep Shape** - makes sure the grid has the same relative height and width as in Clicker.

**Big as possible** - makes the grid fill as much of the page as possible. Uncheck this box to change the **Width/Height**.

**Grid background** - prints the background of the grid.

**Cells with 'Don't Print' in Cell Properties** - prints all cells, even those set up to be hidden in printouts: see **Changing Cell Properties**.


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**Note:** You can set up a grid so that it does not print when printing all grids in a sequence or Grid Set.

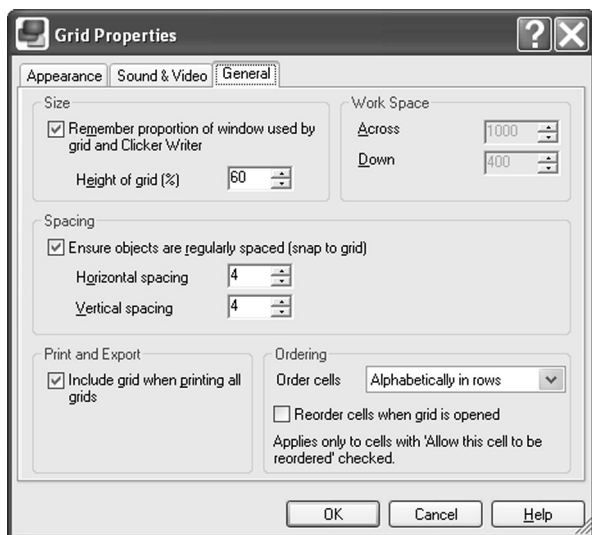
---

## Omitting a grid when printing all grids

To ensure a grid does not print when printing all grids in a sequence or Grid Set:

1. Click  **Grid** on the Editing Toolbar to show the Grid Properties.
2. Click on the **General** tab.



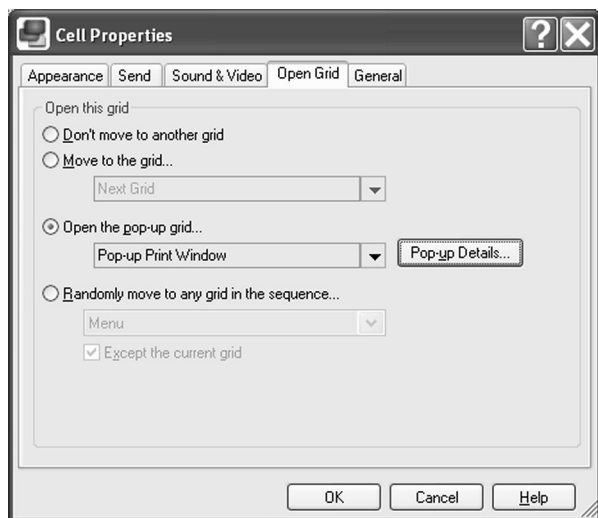


3. Uncheck the box next to **Include grid when printing all grids**.

## Setting up a cell to print

You can set up a cell to print the current Clicker Writer Document and/or grid, or multiple grids. When you click on the cell, you can either print straight away, or a pop-up grid can let you choose what to print. To set up a cell to print:

1. Open the Cell Properties.
2. Click on the **Open Grid** tab.



3. Select **Open the pop-up grid**.
4. Click ▼ and select **Pop-up Print Window**. To set up how and what the cell will print, select **Pop-up Details**.

## Changing pop-up print window details

The pop-up print window details let you set up the options that appear on the pop-up print window, or choose to print by clicking on a cell without using the pop-up print window.



To show the pop-up print window when you click on the cell, select **Show a pop-up and ask me to choose or confirm what is printed**. Check the boxes next to the options to show them on the pop-up grid.

To show no pop-up print window when you click on the cell and print immediately without choosing what to print, select **Start printing straight away** and select what the cell will print from the drop-down list.

# Changing Settings for a Grid Set

## About settings and preferences

Settings are saved with the Grid Set, so when you open the Grid Set again, these settings are applied. Settings are changed using the Editing Toolbar.

User Preferences let you set options depending on who is logged in to the computer.

User Preferences can override settings stored in the Grid Set. For example, there are two ways to change Clicker Writer speech options - you can change the settings for the current Grid Set, or you can change an individual's User Preferences.

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**Note:** If you change settings, remember to save your Grid Set.

---

## Changing Clicker Writer settings

You can change Clicker Writer's settings for:

- Speech and highlighting
- Spellchecking
- Line spacing

You can also set the font and text that appears in Clicker Writer when you start a Grid Set.

To change any of the settings for Clicker Writer, click  **Writer** in the Editing Toolbar to show the Clicker Writer Settings.

## Changing speech and highlighting settings for a Grid Set

Click on the **Speech** tab of the Clicker Writer Settings:



**Speak each letter as it is typed** - hear every letter typed in Clicker Writer.

**Speak each word when space is entered** - hear words spoken as they are written.

**Speak each sentence when punctuated** - hear sentences spoken as they are written.

**Speak word when clicked** - hear words in Clicker Writer when you click on them.

**Highlight words as they are spoken** - check the box to see words highlighted when a sentence is spoken. To change the highlight color for spoken words, click on the color button.

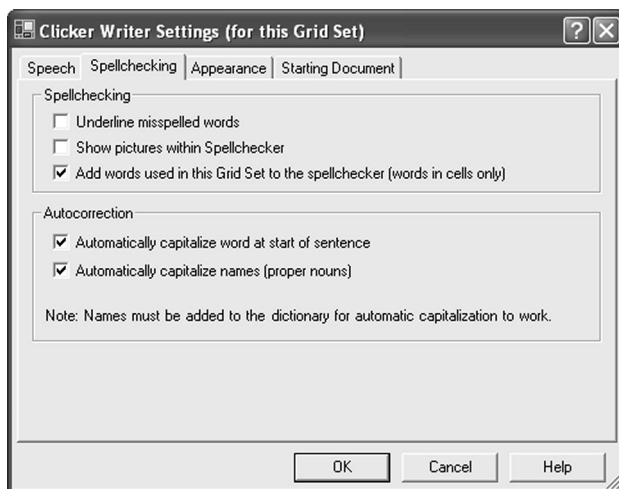
---

**Note:** You can override these settings in your User Preferences.

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## Changing spellchecking settings for a Grid Set

Click on the **Spellchecking** tab of the Clicker Writer Settings:



**Underline misspelled words\*** - if you type a word that is not in Clicker Writer's dictionary, it can underline it in red.

**Show pictures within spellchecker\*** - shows pictures from your picture libraries for matching words in the pop-up spellchecker.

**Add words used in this Grid Set to the spellchecker** - the spellchecker can learn new words that you enter into cells (remembered for the current Grid Set only).

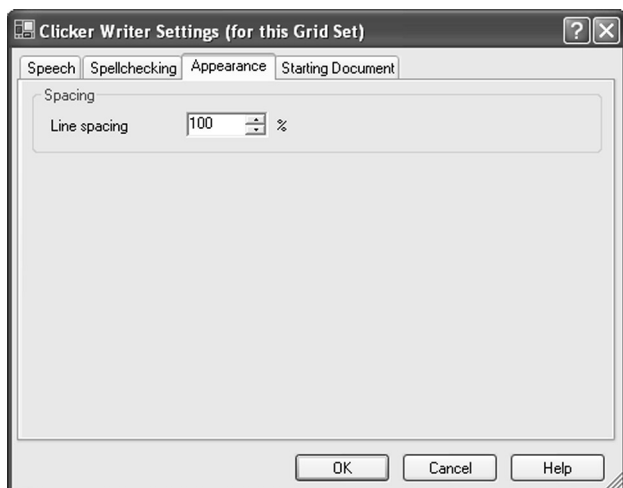
**Automatically capitalize word at start of sentence\*** - if you forget to add a capital letter to the first letter in a sentence, Clicker Writer can add it for you.


**Automatically capitalize names\*** - Clicker Writer can add capital letters to proper nouns (if found in its dictionary).

\*You can override these settings in your User Preferences.

## Changing line spacing for a Grid Set

Click on the **Appearance** tab of the Clicker Writer Settings:



To change the line spacing, click on the  arrows to increase or decrease the number next to **Line spacing**, or enter a percentage into the box.


## Changing the Clicker Writer Document for a Grid Set

To specify the default font and text to display in Clicker Writer, click on the **Starting Document** tab of the Clicker Writer Settings:



To change the default font or font size, click **Choose** and select a font and font size (you can set the font size higher than in the Clicker Writer Toolbar). To change the default font color, click on the color button.

**When the Grid Set is opened keep the existing document** - keeps the Clicker Writer Document you have open when you start the Grid Set.

**When the Grid Set is opened show this document** - starts a new Clicker Writer Document when you open the Grid Set. To add text to the document, enter the text in the text box. You can format the text using the toolbar at the top of the text box. To add text from an existing Clicker Writer Document, click  **Open Document** above the text box and select the document from your computer.

**Note:** If you add text from an existing Clicker Writer Document and later edit the Clicker Writer Document, these changes do not appear in the starting document. To update the starting document, edit the text in the text box above.

## Changing the voice used for speech

You can change the software speech voice used to speak text; the pitch and speed of the voice; and the pronunciation of words.

To change these settings, click  **Speech** on the Editing Toolbar.




Select a voice from the drop-down list; click and drag the sliders to change the speed or pitch of the voice. Click **Try** to hear a speech example with your new voice, speed, and pitch settings.

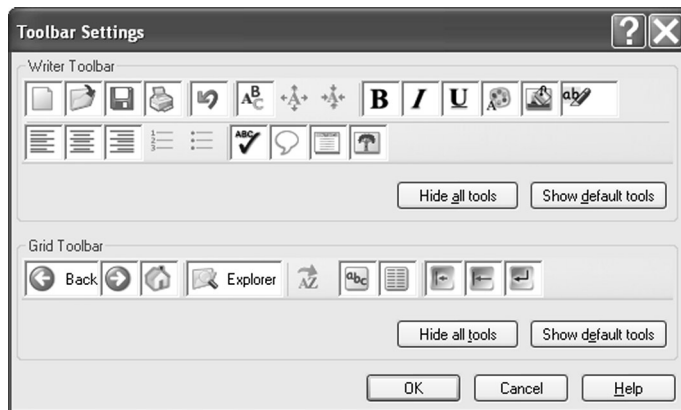
**Change Pronunciation** – click to change how a word is pronounced.

**Language** – select the language of the Grid Set from the drop-down list. Clicker will automatically use an appropriate dictionary (if available) for spellchecking.

**Note:** You cannot change the pitch and pronunciation for some voices.

## Changing tools on the toolbars

To change the Grid Set's toolbar settings, click  **Tools** on the Editing Toolbar.



Click on a tool to show/hide it. To hide the Clicker Writer Toolbar or Grid Toolbar, click **Hide all tools**. To show all the tools on either toolbar, click **Show all tools**.

These tools are available in the Toolbar Settings, which are not usually on the toolbars:



**Make text larger**



**Make text smaller**



**Numbering**



**Bullets**




**Reorder** – this is for reordering cells.

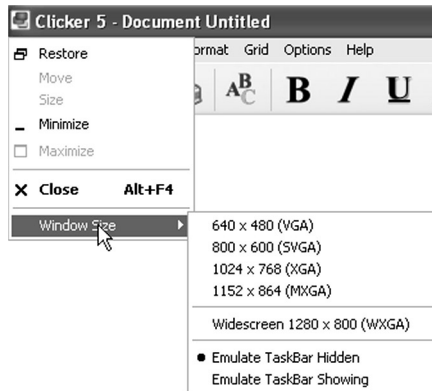
## Setting File Properties

You can enter optional information about a Grid Set in the File Properties. This could be for your own records, or if you're submitting a resource to LearningGrids.com. To do this, open the **File** menu and select **Properties**.

# Changing Preferences

## Changing the window size

To change the size of the Clicker 5 window, click on the Clicker 5 icon  in the top left corner of the window (or right-click on Clicker 5 in the Windows taskbar) and select **Window Size**:







(Mac: open the **Windows** menu and select **Window Size**.)

Select a window size from the list. If you choose one of these options, you can choose one of the following options:

**Emulate Taskbar/Dock Hidden** - shows the selected window size as if Clicker were maximized at this screen resolution with your Windows taskbar/Mac Dock hidden.

**Emulate Taskbar/Dock Showing** - shows the selected window size as if Clicker were maximized at this screen resolution with your Windows taskbar/Mac Dock showing.

You can also drag the window to the size and shape you want. If using Windows, in the top right of the Clicker window, check to see if the icon next to  **Close** is  **Restore Down** or  **Maximize**. If it is  **Restore Down**, click on it to make the Clicker window smaller. You can then drag the bottom right of the Clicker window to resize the window.

You can also show Clicker full-screen, and save the window size used when Clicker starts.

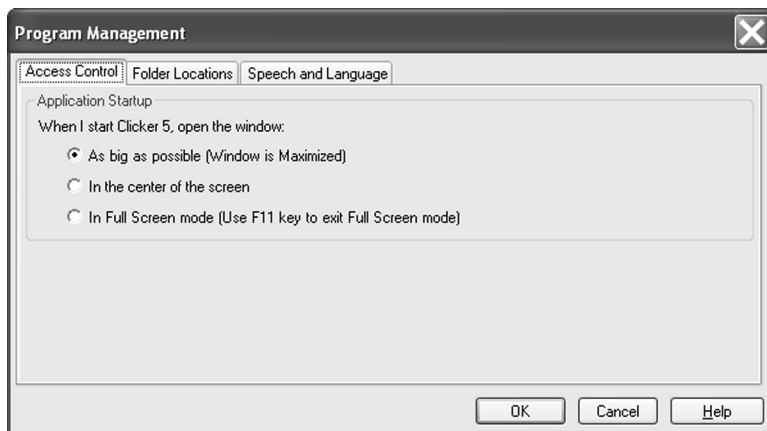
## Showing Clicker full-screen

You can press the **F11** key (Mac: **Command (Apple)+F11**) on your keyboard to show Clicker full-screen, without the menus at the top or the status bar at the bottom of the screen. Press the **F11** key again (Mac: **Command (Apple)+F11**) to show the menus/status bar again.



## Saving the window size

To always start Clicker with a specific window size, open the **Options** menu and select **Program Management**.



**As big as possible** - shows the Clicker window filling the screen.

**In the center of the screen** - shows a small Clicker window in the middle of the screen, useful for dragging things into the Clicker window when editing grids.

**In Full Screen mode** - shows Clicker filling the screen without any menus at the top or status bar at the bottom.

## About User Preferences

As well as changing Clicker Writer settings, which change according to the Grid Set you are using, you can also change preferences for an individual, which change according to who's logged in to the computer.

You can change individual preferences for:

- Which editing options are available
- Using prompts for saving Grid Sets
- Which pop-up word bank to use
- Which pop-up keyboards to use
- Spellchecking\*
- Speech and highlighting\*
- The size of icons in the toolbars
- The font used for ToolTips

\*These options override Clicker Writer settings.

To change any of these options, open the **Options** menu and select **User Preferences**.

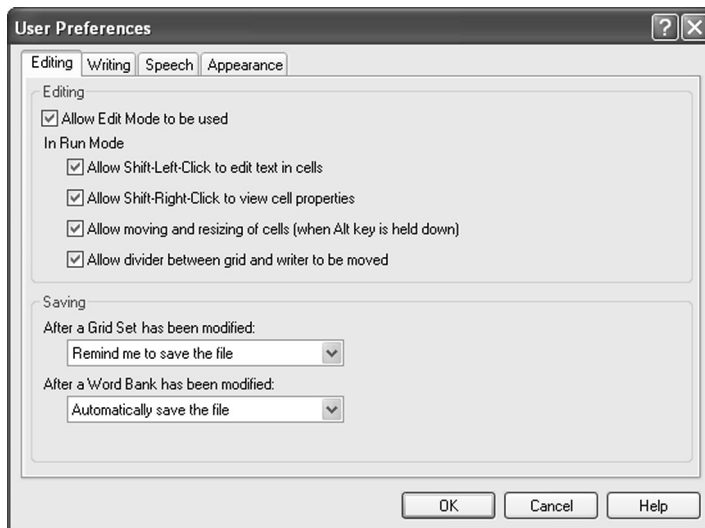
## Saving your preferences

You can export your user preferences and special access options so you can then import them again, if someone else will use Clicker on your computer with the same login details.

To save or load your options, open the **Options** menu, select **Import and Export**, and then select **Import User Options** or **Export User Options**. To restore Clicker's default options, select **Restore Default Options**.

## Changing preferences for editing and saving

To change personal editing options, click on the **Editing** tab of the User Preferences:



**Allow Edit Mode to be used** - uncheck this box to stop entry to Edit Mode for the current user.

**In Run Mode** - editing is limited in Run Mode. However, you can enable or disable the following editing options for Run Mode:

- Allow Shift-Click to edit text in cells

- Allow Shift-Right-Click/Shift-Ctrl-Click to view cell properties

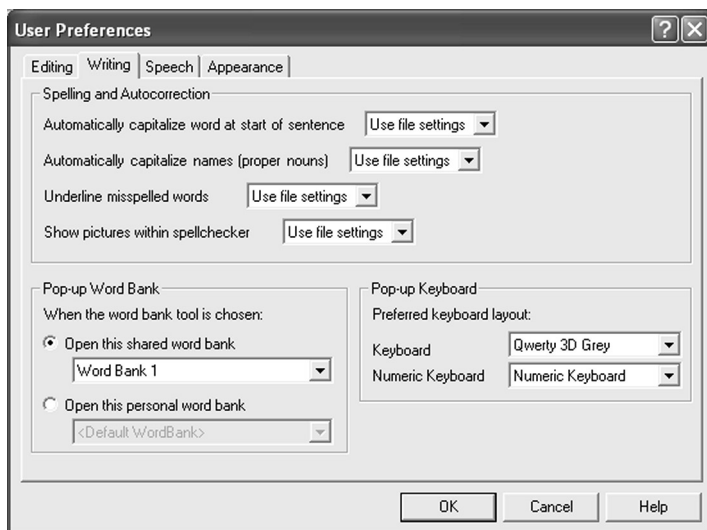
- Allow moving and resizing of cells

- Allow divider between grid and writer to be moved

**Saving** - when you have modified a Grid Set or pop-up word bank, Clicker can automatically save it, prompt you to save it, or disregard any unsaved changes. Select your preferences from the drop-down lists.

# Changing pop-up word bank, keyboard, and spellchecking preferences

To change personal writing options, click on the **Writing** tab of the User Preferences:




**Automatically capitalize word at start of sentence\*** - if you forget to add a capital letter to the first letter in a sentence, Clicker Writer can add it for you.


**Automatically capitalize names\*** - Clicker Writer can add capital letters to proper nouns (if found in its dictionary).

**Underline misspelled words\*** - if you type a word that is not in Clicker Writer's dictionary, it can underline it in red.

**Show pictures within spellchecker\*** - shows pictures from your picture libraries for matching words in the pop-up spellchecker.

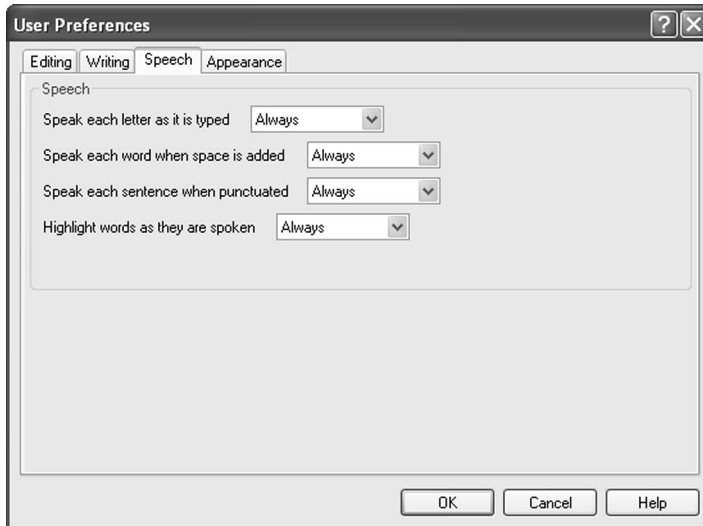
\*These options override Clicker Writer settings.

**Pop-up Word Bank** - to open a different pop-up word bank when you click  **Pop-up Word Bank** in the Grid Toolbar or click on a cell set up to open a pop-up word bank, select **Open this shared word bank** or **Open this personal word bank** and select a pop-up word bank from one of the drop-down lists.

**Pop-up Keyboard** - to open a different pop-up keyboard when you click  **Pop-up Keyboard** in the Grid Toolbar or click on a cell set up to open a pop-up keyboard, select a different keyboard from the **Keyboard** drop-down list. To open a different numeric keyboard when you click on a cell set up to open a pop-up numeric keyboard, select a different keyboard from the **Numeric Keyboard** drop-down list.

## Changing personal speech preferences

To change personal speech options, click on the Speech tab of the User Preferences:



**Speak each letter as it is typed** - hear every letter typed in Clicker Writer.

**Speak each word when space is added** - hear words spoken as they are written.

**Speak each sentence when punctuated** - hear sentences spoken as they are written.

**Highlight words as they are spoken** - see words highlighted when a sentence is spoken.

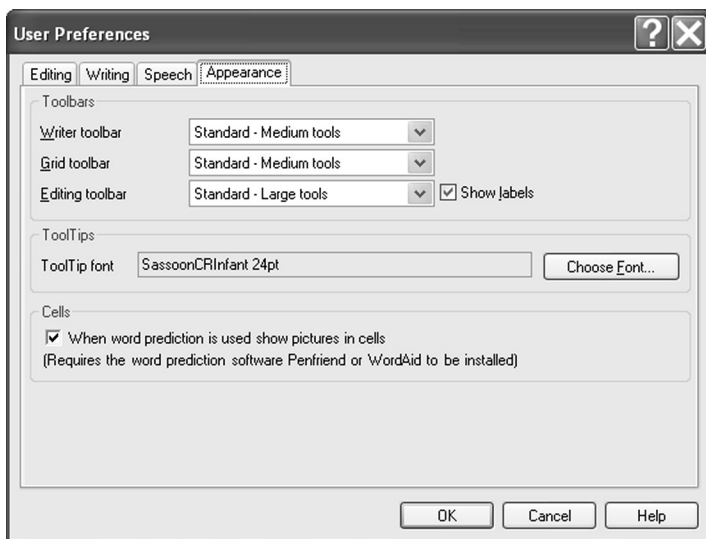
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**Note:** These options override Clicker Writer settings.

---

## Changing toolbar and ToolTip preferences

To change personal toolbar and ToolTip options, click on the **Appearance** tab of the User Preferences:



**Toolbars** - choose the size of the icons in the Clicker Writer Toolbar, Grid Toolbar, and Editing Toolbar. To hide the text labels for the tools on the Editing Toolbar, uncheck the box next to **Show labels**.

**ToolTips** - to choose the font used for ToolTips, click **Choose Font**.

**Cells** - check the box to show pictures when using predictive text.

---

**Note:** You can also hide the Grid and Clicker Writer toolbars for a Grid Set.

---

# Using Special Access

## About special access

People that are unable to use a mouse may be able to use a mouse alternative, such as a joystick or tracker ball.

For people unable to use a mouse alternative, keyboard, or touch screen, Clicker 5 is switch accessible.

You can also change display options.

To use Clicker 5 with switches, we recommend the Crick USB Switch Interface to connect switches to your computer.

To order the Crick USB Switch Interface, or to order switches, please contact us or see our website.

## Using switches

When using switches as an access method in Clicker 5, a 'scan' highlights the cells in turn. You then press a switch to select and activate the highlighted cell.

You can also scan the tools in the Clicker Writer Toolbar and the Grid Toolbar.

If you are using one switch, the scan moves to the next cell automatically after a delay (which you can change).

If using two switches, you can move the scan to the next cell with one switch and select a cell with the other.

You can use the **F7** and **F8** keys on your keyboard to simulate switch presses.

## Using scan groups

Scan groups let you scan groups of cells.

You can use the Cell Groups feature to specify groups of cells that are scanned as one unit, and when selected, the individual cells are scanned (or a further subgroup of cells).

The Cell Groups feature also lets you change the appearance of the scan for a group, or the scan delay for an individual cell.

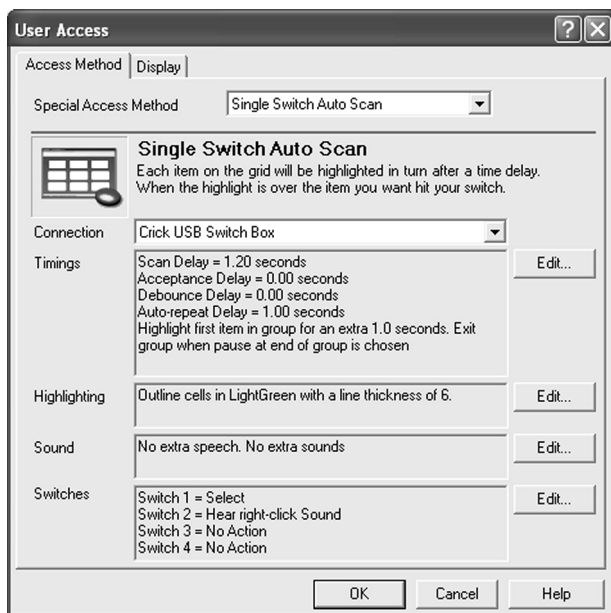
For information on how to use the Cell Groups feature, see **Disabling cells until others are used**.

You can disable cell groups so that only cells (or subgroups) in the current scan group can be selected with a switch or mouse.

## Changing special access options

Open the **Options** menu and select **User Access**.

To use switch access, select either **Single Switch Auto Scan** (if you are using one switch) or **Two Switch User Scan** (if you are using more than one switch) from the drop-down list at the top.



To change any of the switch access options shown, select **Edit** next to the option you want to change (further information on each option is shown to help you).

**Connection** - select your connection type from the drop-down list.

**Timings** - the scan delay (single switch only), acceptance delay, debounce delay, auto-repeat delay, when the scan starts (single switch only) and when to exit scan groups.

**Highlighting** - the type, color and line thickness of the scan highlight.

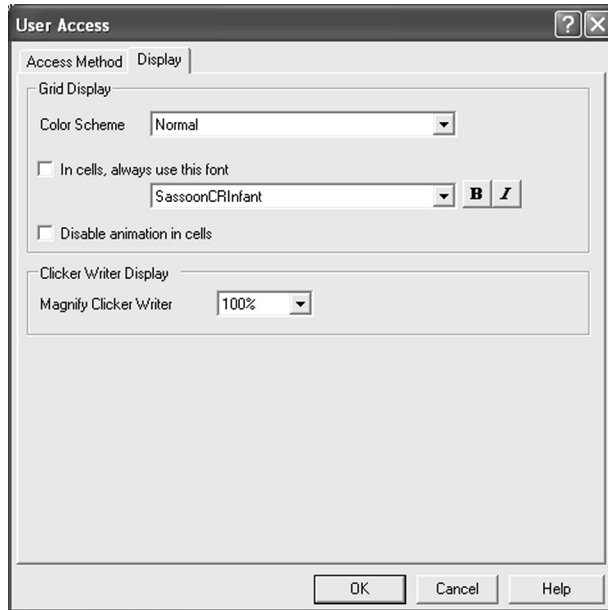
**Sound** - the sound or speech heard when an item is scanned or selected.

**Switches** - the action made by a switch.

**Note:** People can have different switch access options on the same computer. Your preferences are remembered when you log in to the computer. You can also export and import your options with your user preferences.

## Changing display options

To change your display options, select the **Display** tab in your User Access options.



**Color Scheme** - to change the contrast, select an option from the drop-down list.

**In cells, always use this font** - to force Clicker to use a specific font in cells, check the box and select a font from the drop-down list.

---

**Note:** If using Windows, you can force the font in Clicker Writer and text boxes. Open the Windows **Start** menu and select **Control Panel**, and then select **Internet Options**. On the **General** tab, click the **Accessibility** button, check the box next to **Ignore font styles specified on Web pages**, and click **OK**. Click the **Font** button to specify the font.

---

**Disable animation in cells** - if using Grid Sets that contain animation, check the box to use still images instead.

---

**Note:** If using Windows, you can disable animation in Clicker Writer and text boxes. Open the Windows **Start** menu and select **Control Panel**, and then select **Internet Options**. On the **Advanced** tab, in the **Multimedia** section, uncheck the box next to **Play animations in web pages**.

---

**Magnify Clicker Writer** - to view Clicker Writer with larger text and pictures, select a percentage from the drop-down list.

---

**Note:** People can have different display options on the same computer. Your preferences are remembered when you log in to the computer. You can also export and import your options with your user preferences.

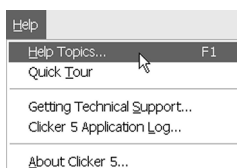
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# Getting Help

## Using on-screen help

Click on a **Help** button wherever you see it, or open the **Help** menu and select **Help Topics**:



You can also press the F1 key on your keyboard to view the on-screen help.

(Mac: open the Help menu and select Clicker 5 Help. You can also press the Help key or Command (Apple)+? to view the on-screen help.)

## Training booklets

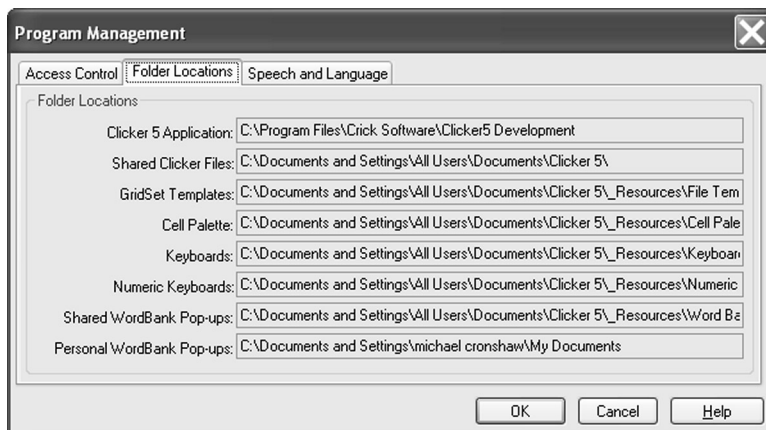
There are training booklets available to help you get the most out of Clicker 5. These contain classroom ideas and tasks that guide you step-by-step through creating your own resources. For further details, see our website.

## Frequently asked questions

If you have a problem with Clicker 5 and you cannot find a solution in the user guide or the on-screen help, look at our frequently asked questions in the **Support** section of our website at [www.cricksoft.com](http://www.cricksoft.com)

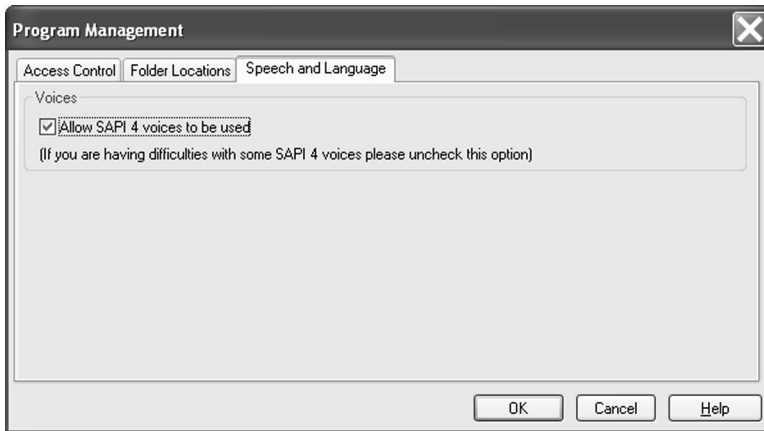
## Folder locations

To find out where your Clicker folders are located, open the **Options** menu and select **Program Management**. Then select the **Folder Locations** tab.



## Speech problems

If you are having problems with the software speech, open the **Options** menu and select **Program Management**. Then select the **Speech and Language** tab.



Uncheck the box next to **Allow SAPI 4 voices to be used**.

If this doesn't solve your problem, contact our technical support.

## Technical support

Technical support is available to registered users of our products. If you cannot find a solution to your problem in the user guide, on-screen help or frequently asked questions, there are two ways to contact us for support:

1. Use the Support Request Form on our website
2. Email us at [support@cricksoft.com](mailto:support@cricksoft.com)

Before contacting us for support, please open the **Help** menu (Mac: **Clicker 5** menu) and select **About Clicker 5** to find out your Clicker 5 version number, which will help us solve your problem. Please also mention your name and organization; the product you are calling about; the version of Windows or Mac OS you are using; and whether the product is installed on a stand-alone computer or on a network.

Please provide as many details as possible on how to make the problem occur. The more information you give us about the problem, the easier and faster we will be able to find a solution for you. You can find more information on the service you can expect from us on our website.


If you are contacting us regarding an error message, please provide the full error message, or a screenshot of the error. You can send us a screenshot by attaching it to an email sent to the above address.

If using Windows, you can also attach a Clicker 5 'application log' to an email, which will help us solve your problem.

## Sending an application log to Technical Support

Clicker 5 for Windows contains an 'application log', which will help technical support solve any problems you are having.

To send us your application log:

1. Double-click on the  icon in the bottom right of the Clicker 5 window.
2. Click on the **Save Log** button.
3. Save the log file somewhere convenient (such as your desktop).
4. Attach this log file to your email when you contact us.

## Our contact details

As well as welcoming any technical support queries, we welcome your comments on Clicker - your suggestions will influence future versions. Email us your comments at [feedback@cricksoft.com](mailto:feedback@cricksoft.com) and tell us what you think!

Crick Software Inc.  
14687 N.E. 95th Street  
Redmond, WA 98052

Phone: 425 467 8260  
Fax: 425 467 8245

Email: [USsales@cricksoft.com](mailto:USsales@cricksoft.com)  
Website: [www.cricksoft.com](http://www.cricksoft.com)

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